

LATEST REVISION April 2011

**ADMINISTRATIVE GUIDELINES  
MISSOURI SECTION  
AMERICAN WATER WORKS ASSOCIATION**

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## INTRODUCTION

### 1. **PURPOSE:**

To those members of the Missouri Section who are for the first time serving as committee members, Committee Chair, Trustee or other office, these guidelines will serve as a guide to the effective performance of their duties.

These guidelines include a list of Section officers, committees and members thereof, and an organization chart of the Section. Additionally, guidelines are included for the general conduct of Section affairs, and other items relevant to the function of the Section - all arranged for ready reference and ease of updating. The content is in conformance with the Section guidelines as promulgated by the American Water Works Association; and borrows heavily from that document and previous work contributed by members of the Missouri Section, and work products contributed to us by the Florida, Chesapeake, Michigan and Texas Sections, to all of whom we are indebted.

### 2. **REVISIONS & DISTRIBUTIONS:**

Corrections, amendments, updating of the guidelines are to be performed by the By-Laws Committee. Copies of the guidelines will be distributed to all Officers and Committee Chairs. Revisions may be issued on a section by section basis. The latest revision date to any portion of the guidelines is as indicated on the Cover page and Table of Contents pages. The latest revision to any portion of a major division of the guidelines (i.e. 1.0, 2.0, etc.) is as indicated on the first page of the division.

## **COMMITTEES**

### **1. STRUCTURE:**

Committees may be formed by action of the Section in business sessions or when necessary the Chair may appoint committees to meet the needs of the Section.

The Section Chair appoints the Committee Chair (unless otherwise provided for herein) and the members thereof. The Chair may, at their discretion, rely upon the Committee Chair to select the members of their committees, subject to confirmation. Variations from the above general procedure are as indicated in the individual committee narratives listed hereinafter.

A prerequisite for service as Committee Chair or committee member is to be a member of good standing of the Missouri Section, American Water Works Association, and as such, is privileged to vote on the committee matters. Non-members of AWWA may be selected to serve on the committee as "consultants" due to their special and unique knowledge of that aspect of the Association's goals, however, without voting rights.

Acceptance of a committee appointment presumes willingness by the appointee to contribute time, effort and knowledge to advance the objectives of the committee and attain its goals.

Additional qualifications for the separate committees are as indicated in the committee narratives.

### **2. TERM OF SERVICE:**

Committee Chair and members thereof, serve at the pleasure of the Section Chair, usually for a term of one year. Appointments are made following the arrival of the new Section Chair and run with that term. Loss of membership, for any reason, is cause for automatic termination of service unless otherwise indicated by the Section Chair. Exceptions to the general term of office occur in the Nominating, Fuller Award, Budget and Program committees and may occur in other committees and are so referenced in the committee descriptions.

### **3. MEETINGS & REPORTS:**

Committee meetings are held as deemed necessary and called by the committee chair. The number of meetings will vary with the purpose and function of the committee.

Reports of the activities and accomplishments of the committee are presented orally by the committee Chair to the officers at the annual business meeting. A written copy of the report is to be submitted to the Section Secretary for inclusion

in the minutes of the meeting. Such other copies of the committee activities for each officer are desirable and for use by the succeeding committee Chair. Some committees will, besides the above reports, be requested to submit reports at the spring business meeting for guidance and action by the officers. Specific committee activities are outlined in more detail hereinafter.

#### **4. DUTY AND FUNCTION:**

In general, it is the objective of the committee to implement the policies and purposes of the Section in conformance with all prescribed guidelines and applicable constraints of the By-Laws of the Section and goals of the Association.

Objectives of the Association as stated in the By-Laws (Article II) are as follows:

- a. To advance the knowledge of the design, construction, operation and management of water utilities.
- b. To consider and deal with problems involved in the production and distribution of safe and adequate water supplies.
- c. To promote satisfactory relationships with the consuming public.
- d. To give proper consideration and express opinions upon practices that will enable the industry to render the best possible service to the public.
- e. To do whatever things are necessary and proper for the accomplishment of the objectives herein set forth, all of which shall be consistent with the public interest and with the interests of the public water supply field.

Should it be found, at any time, that a committee is not adequately functioning or that an officer or member of the committee is not discharging their duties or actively participating in the committee function, the Section Chair will attempt to rectify the situation by persuasion. Should that be unsuccessful, the Chair will replace the ineffective committee member, or if that should not suffice, will dismiss and reactivate the entire committee.

The more specific roles of the various committees are as presented herein. The committees are divided into five functions, herein, namely Administrative, Functional, Awards, Annual Conference, and Special (Ad Hoc).

## 1. ADMINISTRATIVE COMMITTEES

### 1.1. BUDGET COMMITTEE

- A. **PURPOSE:** The Budget Committee will oversee the orderly financial operation of the Section. They will prepare and make recommendations relating to the adoption of the Section Budget and will be consulted with regard to non-regular expenditures and other financial affairs of the Section.
- B. **STRUCTURE:** The Budget Committee shall consist of a Chair who shall be the Chair elect, the Secretary/Treasurer and the National Director. They shall serve as they serve their various offices.
- C. **MEETINGS & REPORTS:** The committee shall meet as often as deemed necessary and shall deliver a report at the business meetings. They shall prepare and submit a preliminary budget of the ensuing year at the fall board meeting for submission and approval at the Annual Section Meeting. During the year, they shall attempt to determine the needs of various committees and provide therefore.

### 1.2. AUDIT COMMITTEE

- A. **PURPOSE:** It shall be the responsibility of this committee to audit the financial records of the Secretary/Treasurer of the Section.
- B. **STRUCTURE:** The Audit Committee shall consist of a Chair appointed by the Section Chair and one (1) additional member selected by the Audit Committee Chair.
- C. **DUTIES:** The committee shall make a general audit of the financial records of the Section, verify the balance sheet and reconcile bank statements. A detailed professional audit shall be completed every three years. The committee may be called upon to perform additional audits for joint activities with other association.
- D. **MEETINGS AND REPORTS:** The audit shall be made during the sixty (60) days immediately before the Annual Meeting. The committee shall prepare a report signed by all members that shall be presented at the Annual Meeting.

### 1.3. OFFICER NOMINATING COMMITTEE

- A. **PURPOSE:** This committee will review the membership roster and section service and select there from a list of those whom they decide are best suited to fill the various open offices (except Section Director) of the Section.
- B. **STRUCTURE:** The committee shall consist of a Chair who shall be the immediate Past Chair and the two (2) prior available Past Chairs.
- C. **DUTIES:** The committee will hold at least one meeting each year and will have all members present if possible. The committee shall nominate at least one member for each office to be filled other than Section Director. They will resolve in advance any questions of eligibility, conflict with other offices or other qualifications related to the proposed nominee and review the goals in Article VII - Election of Officers as published in the By-Laws of the Missouri Section.
- D. **REPORTS:** The committee shall present the nominations to the Secretary-Treasurer not less than sixty days prior to the first day of the next Annual Conference.

### 1.4. SECTION DIRECTOR NOMINATING COMMITTEE

- A. **PURPOSE:** This committee will nominate at least one member for the office of Section Director-elect in the year prior to which a Section Director's term expires. The Section Director-elect will succeed the Director at the end of his/her term. In the event the Section Director is unable to complete his/her final year in office, the Director-elect will assume the duties of the Director at that time.
- B. **STRUCTURE:** The committee shall consist of a Chair who shall be the current Section Director and the two (2) prior available Section Directors.
- C. **DUTIES:** A successor for the Section Director shall be selected in accordance with the Bylaws of the American Water Works Association.
- D. **REPORTS:** The committee shall present the nominations to the Secretary-Treasurer not less than sixty days prior to the first day of the next Annual Conference in which a nomination is due.



**OFFICER NOMINATING COMMITTEE  
ANNUAL REPORT**

DATE \_\_\_\_\_

ANNUAL CONFERENCE \_\_\_\_\_

**NOMINEES**

SECTION CHAIR: \_\_\_\_\_

CHAIR ELECT: \_\_\_\_\_

VICE CHAIR: \_\_\_\_\_

SECRETARY/TREASURER: \_\_\_\_\_

TRUSTEE \_\_\_\_\_

TRUSTEE \_\_\_\_\_

Your Nominating Committee respectfully submits the above nominees for the various listed offices of the Missouri Section, American Water Works Association.

Chair \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

## 1.5. BY-LAWS COMMITTEE

- A. **PURPOSE:** The By-Laws Committee shall review the By-Laws for updating and making any changes that may be advisable. The committee shall also serve as consultants to the Board in interpreting the By-Laws and is responsible for assuring the Administrative Guidelines do not conflict with the By-Laws.
- B. **STRUCTURE:** This committee will consist of a Chair, appointed by the Section Chair, and at least two (2) other members. The Chair of the Section and the director shall serve as Ex-Officio members.
- C. **MEETINGS AND REPORTS:** The committee shall meet annually or as required and shall report its findings and/or recommendations to the Board at both the fall meeting and the pre-conference meeting.

## 1.6. SITE SELECTION COMMITTEE

- A. **PURPOSE:** To select the facility for convening the Annual Section Conference at least two years in advance.
- B. **STRUCTURE:** This committee shall consist of a Chair and three (3) additional members, one of whom is the Secretary/Treasurer. The Section Chair serves as an Ex-Officio member of this committee.
- C. **DUTIES AND REPORTS:** The committee will recommend a site that has appropriate facilities for the annual conference to be held two years following the annual conference at which the report is given. The committee will present its report to the membership for their approval at the annual conference. Upon approval, contractual arrangements shall be completed by the Secretary/Treasurer with approval of the Section Chair.

In making its selection, the following suggestions are made: Committee is responsible for obtaining the best contract with the hotel and signing this contract for the organization. The contract should set forth specifically the services that the hotel will furnish including such items as room rates for various numbers of rooms with certain blocks.

1. It is expected that the hotel will be sufficiently large to house all persons attending the annual meeting.

2. The hotel is expected to provide complimentary rooms commensurate with the hotel's policy. Complimentary room assignments should be as follows:
  - a. Missouri Section Chair
  - b. National Director
  - c. Secretary/Treasurer

## 1.7. PUBLIC INFORMATION

- A. **PURPOSE:** To provide publicity throughout the news media, the SHOW-ME Newsletter and various educational, technical and professional publications regarding the Annual Conference and any other activities of the Section that deserve public recognition.
- B. **STRUCTURE:** The committee will consist of a Chair and two additional members, one being the Assistant Secretary/Treasurer and editor of SHOW-ME Newsletter.
- C. **DUTIES:** To assure the proper coverage of the Section at the Fall Board Meeting and Annual Conference, the following should have priority:
  1. Coverage before and after the Fall Board Meeting and Annual Conference particularly in the conference city.
  2. The news media and the SHOW-ME Newsletter should be alerted and informed of the place, time and date of meeting.
  3. Some history should be given to the news media concerning the objectives and goals of the organization to create a better understanding for the public we serve.
  4. Publicize award winners and officers in news releases to publications in their home cities.
- D. **REPORT:** Report made at Fall Board Meeting and Annual Conference.

## 1.8. SHOW-ME NEWSLETTER COMMITTEE

- A. **PURPOSE:** To provide the Missouri Section of AWWA a timely, up-to-date newsletter that serves as a primary mode of communication to the membership.

- B. STRUCTURE:** The committee shall consist of a Chair and two additional committee members. The Chair can be the Assistant Secretary/Treasurer for the Missouri Section.
- C. DUTIES:** To oversee the assembly, production, and distribution of the Missouri Section of AWWA newsletter, which is called the SHOW-ME Newsletter. Specific duties include:
1. The SHOW-ME Newsletter is a quarterly publication that is distributed to each member of the Missouri Section.
  2. The SHOW-ME Newsletter is compiled in the weeks following each Board meeting, which are usually held in January, April, July, and October of each year.
  3. The SHOW-ME Newsletter shall contain a Chair's and Director's report.
  4. The advertising in the SHOW-ME Newsletter shall be coordinated through the Advertising Committee.
  5. Whenever possible, the SHOW-ME Newsletter shall contain stories that are of interest to the members of Missouri Section AWWA. Other published materials should include: award winners, Annual MO Section of AWWA Conference program, Drinking Water Week Poster Winner, Committee News, Educational Programs, the Board and Committee Chairs and their phone numbers, regulatory updates, etc.
- D. REPORT:** The Chair shall report deadlines and information to the Board at each regular Board Meeting.

## **1.9 STRATEGIC PLANNING COMMITTEE**

- A. PURPOSE:** Develop a plan to envision the future of the Section and recommend the necessary procedures and operations to achieve that future.
- B. STRUCTURE:** The committee Chair shall be the Chair-Elect of the Section. Members of the committee shall be the Section Chair, Section Vice-Chair, and the two (2) most immediate available Past Chairs.
- C. MEETINGS:** The committee shall meet as called by the Committee Chair.

**D. FUNCTION:**

1. Review existing plans.
2. Define mission.
3. Define issues.
4. Establish goals and objectives.
5. Develop implementation plans.

**E. REPORTS:**

1. Provide status reports at the Section's regular Board Meetings and a written annual report at the Annual Conference Business Meeting.
2. At the Board Meeting at the end of the Annual Conference, present the completed plan for approval and implementation.

## 2. FUNCTIONAL COMMITTEES

### 2.1. MEMBERSHIP COMMITTEE

- A. **PURPOSE:** The Membership Committee is charged with recruiting new Association members and preventing the "dropout" of current members thereby not only increasing Section membership, but also enlarging the Section's allotment from Association funds. This committee is concerned with recruitment and retention of all categories of membership.
- B. **STRUCTURE:** Consists of a Chair, and at least four (4) additional members. The Section Secretary/Treasurer serves as Ex-Officio member. All areas of the Section should be represented on the committee and the members should have wide acquaintance throughout the Section. The Chair should possess leadership and administrative qualities, be energetic, enthusiastic and should have definite capacity for performing routine but important clerical and administrative services. Before appointment, the Chair should have served on the committee. The Chair should maintain a continuing record of membership prospects with their background interest and should help newly installed Committee Chair to maintain continuity in committee activities.
- C. **MEETINGS AND REPORTS:** The Membership Committee meets at least twice each year. The Committee Chair prepares and submits a written report at the business meeting. Additionally, periodic progress reports should be printed in the "SHOW-ME" Newsletter as well as new member listings, significant recruiting performance and like items.
- D. **DUTIES AND FUNCTIONS:** Personal contacts with delinquents, where possible, are duties of all members of the committee. Stimulating recruitment competition, setting goals, devising methods and selling the message are functions as well.

## 2.2. DRINKING WATER WEEK COMMITTEE

- A. **PURPOSE:** To promote "Drinking Water Week" at the state level and local level by urging both investor owned and public owned utilities to have a "Better Water Week."
- B. **STRUCTURE:** The Drinking Water Week Committee will consist of four (4) members of the Section with the Committee Chair being appointed by the Section Chair. The members of the committee may, at the pleasure of the Section Chair, be selected by the Committee Chair. Membership should be geographically diverse throughout the Section to provide broad coverage.
- C. **MEETINGS, ACTIVITIES, AND REPORTS:** The committee meets when scheduled by the Committee Chair.

The activities consist of:

1. Find out the specific week set by National AWWA as "Drinking Water Week."
2. Prepare a "News Release" article to be published in the SHOW-ME Newsletter announcing the specific week and urging all utilities to have a "Drinking Water for (local community) Week" proclaimed by the Mayor of the community.
3. Arrange and have the Governor sign a proclamation declaring the specific week as "Drinking Water for Missouri Week."
4. Compile information from all local utilities including proclamations and articles from local newspapers. Copies should be sent to the National AWWA office. Prepare and present a report at the annual Section Meeting.
5. Conduct a state wide poster contest in the public educational system to acquaint students with drinking water issues.

## 2.3. EDUCATION COMMITTEE:

- A. **PURPOSE:** To be of service to water industries in Missouri by conducting training sessions and technical workshops in order to upgrade operator and managerial skills and knowledge. Develop and distribute section activity and training opportunity information. Coordinate training opportunities with other water industry organizations (MWWC, MRWA). Serve as a section liaison with the National AWWA Education Committee.
- B. **STRUCTURE:** The Education Committee will consist of a Chair and at least two (2)

other members. One of the members shall be from one of the major educational institutions in the State of Missouri.

- C. MEETINGS, ACTIVITIES AND REPORTS:** The committee will meet as called by the Committee Chair.

The activities of the committee will be to carry out its functions as outlined in the above paragraph "Purpose."

Reports of activities or functions shall be made to the section at its regular meetings.

#### **2.4. LANDMARK COMMITTEE**

- A. PURPOSE:** To identify notable Water Landmarks in Missouri and to encourage and assist local officials to seek Association recognition.

- B. STRUCTURE:** The Landmark Committee will consist of a Chair and three (3) other members.

- C. MEETINGS, ACTIVITIES AND REPORTS:** The committee will meet as called by the Committee Chair.

The committee will solicit nominations from the Section for the landmark award and will consider all nominations in making its selection. The committee will consider the age of the structure, its significance in the operation of the particular water system as well as its architectural values.

The committee's selections will be submitted to the Board for its approval. Upon approval, an appropriate award (certificate, plaque, etc.) will be obtained and presented to the Awardees at the next annual meeting.

Upon approval by the Board, the chosen Landmarks shall be submitted to the National AWWA as the Section's nominations for the American Water Landmark award.

Nominations received and not selected should be passed on to ensuing committees for consideration in the next administrative year.



## 2.5. STUDENT ACTIVITIES COMMITTEE

- A. PURPOSE:** The purpose of the Student Activities committee is threefold:
1. to stimulate the interest of technical students in preparing for a career in the water industry;
  2. to recruit Student members of AWWA and the Missouri Section; and
  3. to encourage student participation in the Missouri Section Annual Conference and the annual Association Conference.
- B. STRUCTURE:** The Student Activities Committee will consist of a Chair and at least two (2) other members. The technical schools in Missouri should be represented on this committee.
- C. MEETINGS, ACTIVITIES AND REPORTS:** The committee will meet as called by the Committee Chair.

The committee will aid interested students in preparing for a career in the water industry by:

1. Helping them to attend appropriate sessions of the annual Section conference, or other similar Section meetings; and
2. Arranging special sessions and inspection trips to water utility and industrial water supply installations.

Interested students should be encouraged to become student members of AWWA. If practical, the Section could suggest employers subsidize a part of student membership dues. It is considered desirable that students pay a part of their Association dues.

Report of activities shall be made to the Section at its annual meetings.

## 2.6. RESEARCH COMMITTEE

- A. PURPOSE:** To identify research needs among the members of the Section and to express these to the Research Foundation; to encourage water industry support for the work of the Research Foundation; to assist the staff of the Research Foundation with special workshops and seminars; to encourage water industry research at universities and colleges within the Section.
- B. STRUCTURE:** The Research Committee will consist of a chair and at least two (2) other members.

- C. **MEETINGS, DUTIES AND REPORTS:** The committee will meet as called by the Committee Chair.

## 2.7. SMALL SYSTEM COMMITTEE

- A. **PURPOSE:** To enhance the responsiveness of the Missouri Section AWWA to the small water systems (serving less than 10,000 population).
- B. **STRUCTURE:** The committee will consist of a Chair and at least three (3) other members. The Missouri Rural Water Association and the Missouri Water and Wastewater Conference should be asked to appoint AWWA members to the committee who could act as liaisons between the organizations.
- C. **FUNCTION:**
  - 1. To serve as liaison to the Small Systems Program Manager of the National Association, representing the Missouri Section and the small water systems of the State of Missouri.
  - 2. To serve as the small systems' liaison to the committees of the Section, representing the concerns and needs particular to small water supply systems. The committees include the following:
    - a. Membership Committee
    - b. Education Committee
    - c. Conference Management Committee
    - d. Water Utility Council
    - e. As directed by the Section Chair
- D. **MEETINGS:** The committee will meet at least once annually as arranged by the Committee Chair.
- E. **REPORT:** A full report of the committee activities and recommendations will be submitted at the Fall and Spring Board Meetings.

## 2.8. RETIREES COMMITTEE

- A. **PURPOSE:** To recognize and show appreciation for the years of service and education to the water works industry to those people who are retired from the water works industry by encouraging their attendance at the Section Meeting and other Section activities by providing free registration for the technical program for retired AWWA members and having a special program at the Section meeting for the retirees and spouses.

- B. STRUCTURE:** The Retirees Committee will consist of a Chair and at least two (2) other members.
- C. MEETINGS, ACTIVITIES, AND REPORTS:** The committee will meet as called by the Committee Chair.

The activities consist of:

1. Maintain a mailing list of those who are retired from the water works industry in the Missouri Section.
2. Plan a Retiree program for the Section meeting.
3. Encourage continued membership in AWWA of retirees.
4. Encourage continued involvement in Section activities of retirees.

## **2.9. ADVERTISING COMMITTEE**

- A. PURPOSE:** To solicit, receive, and administer advertisements for the Missouri Section Newsletter and the Missouri Section Roster. The committee will recommend advertising rates to the Board for their consideration and approval. The committee will keep records of advertising commitments and funds received.
- B. STRUCTURE:** The committee will consist of a Chair and at least one (1) other member. The members should be from different geographical areas of the State.
- C. MEETINGS, ACTIVITIES, AND REPORTS:** The committee will meet as called by the Committee Chair.

Activities include functions as outlined in the above paragraph "Purpose."

The committee will report activities and advertising receipts to the Section at the annual meeting.

## 2.10. WATER UTILITY COUNCIL

- A. PURPOSE:** To develop action programs to initiate, evaluate, respond and comment, within the framework of Section and AWWA National policies, on legislative, regulatory and other matters that directly affect water utilities and to encourage provision of better water service to the consuming public. The Council shall also report to other councils and committees within the Section and the AWWA National those policies, procedures and matters that may fall within their areas of interest. In particular, the Council shall cooperate with the AWWA National's Water Utility Council in responding to and implementing the programs of the AWWA National's Council.
- B. MEMBERSHIP:** The Council shall be comprised of nine (9) members total; (8) members each of whom shall be a representative of a utility member of the Section, and one (1) member who shall be the Chair Elect of the Section. To the extent possible, membership shall represent different size utilities. Ideally, the utility members shall include three (3) members from utilities serving more than 250,000 persons; one (1) from a utility serving more than 100,000 persons; one (1) from a utility serving more than 25,000 persons; one (1) from a utility serving more than 10,000 persons; one (1) from a utility serving more than 1,000 persons; and one (1) from a utility serving less than 1,000 persons.
- C. MEMBERS:**
- The utility members of the Council shall be approved by the Section Chair.
- The Chair Elect of the Section shall be automatically appointed to the Council by election as Chair Elect of the Section.
- D. TERMS OF OFFICE OF MEMBERS:**
1. The term of office of the utility members shall be three (3) years on a staggered basis and members shall be eligible to succeed themselves.
  2. The term of the Chair Elect of the Section as a member of the Council shall be for one (1) year.
  3. The terms of newly appointed/elected members and officers shall begin, and those of their predecessors shall end, at the Annual Meeting of the Section.
- E. OFFICERS:** The officers of the Council shall be a Chair, Vice Chair and Secretary, each of who shall be elected from the membership of the Council.
- F. TERMS OF OFFICE AND VACANCIES:**

1. The term of office of the Chair of the Council shall be one (1) year.
2. The term of office of the Vice Chair shall be one (1) year. The Vice Chair shall not automatically succeed to the Chair.
3. The term of office of the Secretary shall be one (1) year and shall be eligible to succeed self without limit.
4. In the event a Chair is unable to complete the term, the Vice Chair shall act as Chair until the next Council meeting when a new Chair shall be elected to fill the unexpired term. Vacancies occurring in other offices shall be filled by the appointment of the Chair for the unexpired term and all such appointments shall be eligible for election at the next scheduled election to a full term in office.
5. Vacancies occurring in the membership of the Council shall be filled by appointment of the Section Chair for the unexpired term and all such appointments shall be eligible for a full term in office at the end of the unexpired term.

- G. COUNCIL POSITIONS AND ACTIONS:** A majority of the Council is needed before the Council takes a position or proposed action unless time to act is short. When time to act is short, the Chair can act after consulting with less than a majority.
- H. VOTING:** Each council member shall have one (1) vote. A majority of the membership of the Council shall constitute a quorum. An affirmative vote of a majority of those members shall be required to authorize action.
- I. MEETINGS:** The Council shall hold at least one meeting each year, coincident with the Annual Meeting of the Section. Other meetings may be held as called by the Chair at such times and places as may be specified. Meetings can be held electronically.
- J. COMMITTEES:** The Chair of the Council shall be empowered to appoint such ad hoc committees as in their opinion may be required to properly conduct the business of the Council. Section members who are not members of the Council shall be eligible for appointment to committees.
- K. SPECIAL FUNDS:** If, in the opinion of the Council legislative or regulatory matters arise which require expenditure beyond funds available to the Council, the Council, with the concurrence of the Section Board, shall be authorized to solicit funds from utility members of the Section specifically to respond to the matters in question.

- L. **REPORTS:** The Chair shall present a written report on Council activities at Section Board Meetings and provide reports for the Section's Newsletter.

## 2.11. DIVERSITY COMMITTEE

- A. **PURPOSE:** The Diversity Committee shall endeavor to find ways to provide increasing access to the water industry for women, minorities and other under-represented groups. They shall work with the Education Committee to enable training for addressing inequalities, dealing with diversity in the workplace, and developing recruiting techniques to provide opportunities for employment.
- B. **STRUCTURE:** This committee consists of a Chair and three additional members. At least one member shall serve as Minorities Affairs Coordinator.
- C. **DUTIES:** Develop a set of structured, achievable goals and objectives to increase participation by women, minorities and other protected groups. Encourage a diverse committee membership mix by seeking ethnic participants. The Diversity Committee, along with the Education Committee, shall develop an action plan to implement training goals to best serve women and minorities among our section members.

## **2.12. J. R. POPALISKY SCHOLARSHIP FUND COMMITTEE**

(Initiated Annual Business Meeting 4/3/91)

### **ARTICLE I**

#### **NAME**

The name of this committee shall be "The J.R. Popalisky Scholarship Fund" (JRPSF), a standing committee of the Missouri Section of the American Water Works Association (MSAWWA).

### **ARTICLE II**

#### **DURATION**

The period or duration for this scholarship fund is intended to be perpetual through the possible establishment of an endowment fund. In the event the scholarship fund is dissolved, accumulated funds will revert to the MSAWWA.

### **ARTICLE III**

#### **OBJECTIVES**

The purpose for which the JRPSF is organized is to encourage the making of - and the receipt of - gifts, benefaction and other donations by deed, will, direct gift, or otherwise, to establish and maintain scholarships to be awarded to engineering or environmental science students enrolled in an accredited college or university within the State of Missouri, who have the general intent of entering career fields in water supply.

### **ARTICLE IV**

#### **HEADQUARTERS**

The headquarters of the JRPSF shall be at the office of the Secretary/Treasurer, MSAWWA, except as some other location may be designated specifically by the governing board of the MSAWWA.

## **ARTICLE V**

### **GOVERNING BOARD OF DIRECTORS**

The governing body of the JRPSF shall be an executive group of directors, hereinafter sometimes referred to as the Scholarship Board. The immediate (or next available) past Chair of MSAWWA will serve as an ex-officio, nonvoting member of the JRPSF and will function as a liaison with the MSAWWA Board. The affairs of the JRPSF shall be managed by the Scholarship Board of Directors, consisting of nine (9) members appointed by the officers of the MSAWWA. The Scholarship Board members shall be as follows:

1. Water Utility Executive
2. Water Department Superintendent or Representative
3. Professional Engineering Consultant
4. College or University Dean or Professor of Engineering
5. Manufacturing Company Representative
6. Manufacturer's Supplier Representative
7. Missouri State Department of Natural Resources Representative

All Scholarship Board members must be members of MSAWWA.

### **TERMS OF DIRECTORS**

Terms of Directors shall be based on the administrative year of MSAWWA, (generally from one Annual Conference to the next), on a three year rotation. Three members will serve through April 1992, three members will serve through April 1993, and three members will serve through April 1994, so that the terms of the Directors will be staggered to enable the appointment of three new members to the Board each year. No member of the Board shall serve more than two terms as Director. Unfilled terms will be filled by appointment by the officers of MSAWWA.

The Board of Directors shall consist of the offices of CHAIR, VICE CHAIR, SECRETARY/TREASURER, and five other Directors. The officers shall be elected for a one year term by the Scholarship Board of Directors with the term of office generally corresponding to the administrative year of MSAWWA.

The immediate (or next available) past chair of MSAWWA shall serve as an ex-officio member of the Scholarship Board for a one year term, generally corresponding to the administrative year of MSAWWA.



## **ARTICLE VI**

### **NOTICE OF JRPSF BOARD MEETINGS**

NOTICE OF ALL MEETINGS OF THE SCHOLARSHIP BOARD, date, day, hour, and location and purpose for which such meeting is called shall be given by the Chair, Vice Chair or Secretary, by written communication.

Unless otherwise called, one scholarship board meeting per year will be held during the Annual Conference of MSAWWA at a time not conflicting with TECHNICAL PROGRAMS.

At any meeting of JRPSF Board Members, five (5) members in good standing shall constitute a quorum. When a quorum is present at any meeting, a majority of those present shall decide any question brought before such meeting, unless the question is one which, by express provision of law, or other MSAWWA bylaws, a larger or different vote is required, in which case, such express provision shall govern and control the decision of such question.

**SCHOLARSHIP APPLICATION INFORMATION  
FOR THE  
J.R. POPALISKY SCHOLARSHIP FUND  
OF THE  
MISSOURI SECTION  
OF THE  
AMERICAN WATER WORKS ASSOCIATION**

**OBJECTIVES**

The Missouri Section of American Water Works Association (MSAWWA) has established a scholarship fund entitled the J.R. Popalisky Scholarship Fund (JRPSF) for qualified students enrolled in an accredited college or university in the State of Missouri. Qualifying curriculum for scholarship applicants shall include courses related to civil or environmental engineering or environmental science with emphasis on career fields associated with water supply.

The JRPSF will consider application for one or more scholarships per year in the amount of one thousand dollars (\$1,000). The purpose of these scholarships is to encourage enrollment in educational studies related to career fields associated with water supply.

**ELIGIBILITY AND APPLICATION REQUIREMENTS**

- A. The applicant must be enrolled in a two or four year accredited college or university program as previously stated.
- B. The applicant must be a citizen of the United States.
- C. The application form (furnished) must be completed in full with a two (2) page (or less) typewritten essay, describing the applicant's field or study, such as a mathematics, science teacher, etc.
- D. The applicant may be a graduate or under-graduate student.
- E. An applicant receiving financial aid from an employer is not eligible for scholarship aid from the JRPSF of the MSAWWA.

## SELECTION CRITERIA

The following point system will be used by the JRPSF as the basis for selecting a scholarship recipient:

<b>Evaluation Criteria</b>	<b>Total No. of Points Possible</b>
Relation of course studied to the water supply field	30
Grade point average	20
Financial need	20
Essay of Career Plans	10
Recommendation of Professor	10
Professional Activities, Office Held, Work Experience	<u>10</u>
<b>Total Possible Points</b>	<b>100</b>

In the process of awarding scholarships when multiple candidates are available, the applicant with the highest point total shall be preferred.

APPLICATION  
FOR THE  
J.R. POPALISKY SCHOLARSHIP FUND  
OF THE  
MISSOURI SECTION, AMERICAN WATER WORKS ASSOCIATION

NAME \_\_\_\_\_  
(Last) (First) (Middle)

Permanent Mailing Address \_\_\_\_\_  
(Number & Street)

\_\_\_\_\_  
(City) (State) (Zip)

Telephone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Area Code & Number) (M/D/Y)

Social Security # \_\_\_\_\_ Marital Status \_\_\_\_\_

College/University \_\_\_\_\_

School Mailing Address \_\_\_\_\_  
(Number & Street)

\_\_\_\_\_  
(City) (State) (Zip)

Major Field of Study \_\_\_\_\_

Cumulative Grade Point Average \_\_\_\_\_

**INSTRUCTIONS:**

If you are selected to receive a scholarship, the amount of the award will be one thousand dollars (\$1,000).

**Mail this application to:**

**INCLUDE WITH APPLICATION:** Prepare an essay of two pages or less discussing the course of study in which you are enrolled and the occupation in which you plan to use your education.

*Deadline for receipt of application is February 15*

**ACTIVITIES:**

Work experience: List part-time and summer jobs you have held since entering college/university.

**EMPLOYER** \_\_\_\_\_

**DUTIES** \_\_\_\_\_

\_\_\_\_\_

**EMPLOYER** \_\_\_\_\_

**DUTIES** \_\_\_\_\_

\_\_\_\_\_

**EMPLOYER** \_\_\_\_\_

**DUTIES** \_\_\_\_\_

\_\_\_\_\_

**EMPLOYER** \_\_\_\_\_

**DUTIES** \_\_\_\_\_

\_\_\_\_\_

**EMPLOYER** \_\_\_\_\_

**DUTIES** \_\_\_\_\_

\_\_\_\_\_

## COLLEGE/UNIVERSITY ACTIVITIES

### INSTRUCTIONS:

List your on-campus and off-campus extracurricular activities (other than jobs), in the order of your interest, that you have been involved in since entering college/university.

Activity \_\_\_\_\_

Your most significant contribution \_\_\_\_\_

\_\_\_\_\_

Activity \_\_\_\_\_

Your most significant contribution \_\_\_\_\_

\_\_\_\_\_

Activity \_\_\_\_\_

Your most significant contribution \_\_\_\_\_

\_\_\_\_\_

Activity \_\_\_\_\_

Your most significant contribution \_\_\_\_\_

\_\_\_\_\_

### PROFESSIONAL ACTIVITIES AND MEMBERSHIP:

List professional activities (other than jobs) that you have been involved in during your college/university career:

Activity \_\_\_\_\_

Your most significant contribution \_\_\_\_\_

\_\_\_\_\_

Activity \_\_\_\_\_

Your most significant contribution \_\_\_\_\_

\_\_\_\_\_



**APPLICATION  
UNIVERSITY OR COLLEGE OFFICIAL  
OR PROFESSOR CERTIFICATION  
FOR THE  
J.R. POPALISKY SCHOLARSHIP FUND  
OF THE  
MISSOURI SECTION, AMERICAN WATER WORKS ASSOCIATION**

1. Applicant's Name\_\_\_\_\_
2. I hereby certify that academic information and summary of activities as submitted in this application are correct and that the applicant meets the eligibility requirements as outlined.
3. I hereby certify that the applicant is a citizen of the U.S.A.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Printed Name\_\_\_\_\_

Title\_\_\_\_\_

College/University\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Telephone Number\_\_\_\_\_



APPLICATION  
CONFIDENTIAL FINANCIAL ANALYSIS  
FOR THE  
J.R. POPALISKY SCHOLARSHIP FUND  
OF THE  
MISSOURI SECTION, AMERICAN WATER WORKS ASSOCIATION

This section should be completed by the parent, guardian, or Applicant (if self-supporting) or an Applicant wishing to be considered for a scholarship. If this section is not completed when application is made for scholarship, it will be assumed that no financial need exists.

1. FAMILY'S GROSS ANNUAL INCOME: \$ \_\_\_\_\_  
NET TAXABLE INCOME: \$ \_\_\_\_\_

2. Number of children who will be in college during the next four years and the estimated annual amount to be contributed by the family toward their education (exclude the Applicant for this scholarship).

If Applicant is married and family is self-supporting, indicate "MARRIED - NOT APPLICABLE."

If Applicant is married, indicate number of children (if any) and ages.

3. Information on Applicant's Father. If Applicant is married and/or self-supporting, indicate "NOT APPLICABLE."

Name \_\_\_\_\_ Is he living? \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

4. Information on Applicant's Mother. If applicant is married and/or self-supporting, indicate "NOT APPLICABLE."

Name \_\_\_\_\_ Is she living? \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

5. Information on Applicant, if Self-Supporting:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer \_\_\_\_\_

6. Name of individual(s) who support the Applicant \_\_\_\_\_

\_\_\_\_\_

7. If the individual(s) named in Item 6 is someone other than the Applicant's father or mother, please complete the following:

Relationship of individual(s) to Applicant:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

8. I hereby certify that the above information accurately reflects my current financial status.

\_\_\_\_\_  
(Signature of Parent, Guardian, Applicant)      Date \_\_\_\_\_

## 2.13. WATER FOR PEOPLE (WFP) COMMITTEE

- A. **PURPOSE:** To help the most impoverished people worldwide improve their quality of life by supporting sustainable drinking water, sanitation and hygiene projects through volunteer fundraising activities.
- B. **STRUCTURE:** The Committee shall consist of a Chair and at least four other members. The committee membership makeup should include geographic diversity to maximize fund raising effectiveness, particularly during the annual conference.
- C. **MEETINGS:** The committee shall meet as called by the committee Chair.
- D. **DUTIES AND FUNCTIONS:** The committee activities shall be as outlined in the Water For People (WFP) handbook and shall include:
  - 1. Education/Awareness:
    - a. Educate the MO Section AWWA membership and the general public in the MO Section AWWA circle of influence on the water, sanitation and health needs in developing countries.
    - b. Promote WFP to MO Section members, affiliated organizations and individual, business and media contacts.
  - 2. Programs:
    - a. Coordinate with WFP to ensure that all regions supported by the Section WFP Committee have been reviewed and approved by WFP to help AWWA and WFP achieve their broader program responsibilities within IRS and Revenue Canada guidelines.
    - b. Support designated regions under the WFP Adopt-A-Region Program within the program countries.
    - c. Provide technical support and advise as requested by WFP and their partner organizations.
  - 3. Administration/Management:
    - a. Serve as the focal point in the MO Section for involvement of AWWA members in working with and supporting WFP.

- b. Keep the leadership and staff of WFP and AWWA (through the Section Services Representative) informed of Section WFP Committee members' interest and activities.
  - c. Work closely with MO Section and WFP leadership to implement WFP guidelines that will achieve common objectives.
4. Fund Raising:
- a. Plan and implement a comprehensive program of fund-raising which includes, but is not limited to, special events within the section, workplace giving and the promotion of WFP sponsorships.
  - b. Share innovative fund-raising ideas with WFP and other Sections, and work in partnership with WFP to gain access to new local donors.
  - c. Assist WFP in maximizing its leverage for external foundation grants by depositing with WFP all funds raised in conjunction with the WFP name and logo. These funds are kept in the Section's name, unless otherwise designated, and are released by WFP as directed by the Section.
  - d. Demonstrate appreciation to local donors through visits, thank-you letters, presentations and phone calls.
  - e. Provide WFP with the names, addresses and gift amounts of local donors so WFP may add them to the national donor roll.
5. Kenneth J. Miller Founders' Award:
- a. Suggest candidates to the MO Section Awards Committee.
  - b. Assist the awards committee in preparation of a summary of the candidate's service to WFP.

**E. REPORTS:**

- 1. The Chair shall provide reports to the MO Section Board at regular board meetings and provide reports to the Administrative Manager for inclusion in the Show-Me Newsletter.
- 2. The Chair shall provide annual reports to the AWWA National Section Services Representative outlining committee activities.
- 3. The Chair shall provide meeting minutes to the MO Section Trustee with the responsibility for the committee oversight and to the committee members.

## **2.14. YOUNG PROFESSIONALS COMMITTEE**

- A. PURPOSE:** Recruit, develop programs for, and encourage participation in Section activities by young professionals.
- B. STRUCTURE:** The committee shall consist of a Chair appointed by the Section Chair and two (2) additional members selected by the Committee Chair.
- C. MEETINGS:** The committee shall meet as called by the Committee Chair.
- D. FUNCTION:**
  - 1. Create educational opportunities for young professionals.
  - 2. Integrate young professionals into operations of the Section.
  - 3. Recognize the talents of young professionals and identify means by which the Section can utilize those talents.
  - 4. Provide a forum for young professionals through social activities and meetings.
- E. REPORTS:** Provide a status report at the Section's regular Board Meetings and a written annual report at the Annual Conference Business Meeting.

## **2.15. MANUFACTURERS/ASSOCIATES COUNCIL**

- A. PURPOSE:** To involve representatives of companies serving the water industry in the governance and activities of the section.
- B. STRUCTURE:** The Council shall consist of a Chair appointed by the Section Chair and four (4) additional members selected by the Council Chair.
- C. MEETINGS:** The Council shall meet as called by the Council Chair with one (1) meeting held during the Annual Conference.
- D. FUNCTION:**
  - 1. Provide responsible representation and involvement for Associate Members.
  - 2. Develop programs and activities for Associate Members and encourage their membership and participation in the Section.

3. Provide policy input and develop responses and comments on matters affecting Associate Members.
  4. Maintain and develop avenues of communication with Section Board, committees, officers, and staff to ensure positive, productive liaison between associate member's interests and the goals and objectives of the Section.
- E. REPORTS:** Provide a status report at the Section's regular Board Meetings and a written annual report at the Annual Conference Business Meeting.

#### **2.16. SUSTAINABILITY INITIATIVES COORDINATING COMMITTEE**

- A. PURPOSE:** To identify sustainability issues among the members of the Section and to express these to the Board; to promote nominations for the Exemplary Source Water Protection Award through the Section and National AWWA; to encourage water industry support for the work of the Research Foundation in sustainability efforts; to assist the staff of AWWA and the Research Foundation with special workshops and seminars; to work with the National Sustainability Initiatives Coordinating Committee on projects and needs; and to encourage water industry research on sustainability at universities and colleges within the Section.
- B. STRUCTURE:** The Sustainability Initiatives Coordinating Committee will consist of a chair and at least three (3) other members.
- C. MEETINGS, DUTIES AND REPORTS:** The committee will meet as called by the Committee Chair.

#### **2.17. SAFETY / EMERGENCY PLANNING COMMITTEE**

- A. PURPOSE:** To promote an awareness of the importance of the safe practices and preservation of our most valuable asset - our members. To assist in development, publication and implementation of mutual aid agreements for emergency response and recovery (Missouri Water & Wastewater Agency Response Network – MoWARN). To provide assistance to small systems with information regarding emergency response planning.
- B. STRUCTURE:** Committee will consist of a chair and at least two other members.
- C. MEETINGS, ACTIVITIES, AND REPORTS:** Committee will work with other agencies (MPUA – Missouri Public Utility Alliance, MRWA – Missouri Rural Water Association, MoDNR – Missouri Department of Natural Resources, MWWC –

Missouri Water and Wastewater Conference) to develop and implement the Missouri Water & Wastewater Agency Response Network – MoWARN. Committee will provide updates at Missouri Section Board Meetings and a written report at the Annual Business Meeting of the Section.

## **2.18. WATER INDUSTRY COORDINATING COMMITTEE (WICC)**

- A. PURPOSE:** The Water Industry Coordinating Committee will provide a structure for coordinated communication between the major water interest groups in the state on issues concerning Missouri's drinking water.
- B. STRUCTURE:** The WICC will consist of a chair, appointed by the section chair. Additional members will include one representative from each of the following organizations: IL-MO Chapter of the National Association of Water Companies, Missouri Water and Wastewater Conference, Missouri Rural Water Association, Missouri Public Utility Alliance, and Association of Metropolitan Water Agencies.
- C. MEETINGS, DUTIES AND REPORTS:** The committee will meet as often as deemed necessary. A report of meetings held shall be submitted at board meetings.



### 3. AWARD COMMITTEES

#### 3.1 OPERATIONS SERVICE AWARDS

- A. **PURPOSE:** To select awardees for the Best Operator, Heroism, Gimmicks and Gadgets, and Operator Meritorious Service Awards per the following Criteria.
- B. **STRUCTURE:** The operations Service Award Committee should consist of a Chairperson appointed by the Section Chair and other members with geographic distribution having expertise in regulations, treatment and distribution.
- C. **BEST OPERATOR AWARD**
  - 1. **PURPOSE:** To solicit nominations and select the "Best Operator of the Year" in each of two categories: 1) well supply utility and 2) surface supply utility.
  - 2. **MEETINGS, ACTIVITIES AND REPORTS:** The Committee will meet as called by the chair.

The committee will use the attached questionnaire form together with the explanatory information to select two "Best Operator of the Year" awardees.

The committee will make a report of its activities at the annual meeting of the Section with the name of the recipient not being revealed until the awards are presented at the appropriate function.

**MISSOURI SECTION AWWA  
BEST OPERATOR AWARD  
WORKSHEET**

	<b>Possible Points</b>	<b>Awarded Points</b>
<b>1. TREATMENT PLANT COMPLEXITY</b>		
Points awarded according to certificate required for Chief Operator by DNR	"A" 5 "B" 4 "C" 3 "D" 2 "E" <u>1</u>	
Subtotal Maximum	5	
<b>2. OPERATORS WATER TREATMENT LICENSE LEVEL</b>		
a. "A"	5	
b. "B"	4	
c. "C"	3	
d. "D"	2	
e. "E"	<u>1</u>	
Subtotal Maximum	5	
<b>3. LEVEL OF RESPONSIBILITY</b>		
a. Supervisor/Only Operator	5	
b. Shift Supervisor	3	
c. Shift Operator	<u>1</u>	
Subtotal Maximum	5	
<b>4. APPEARANCE &amp; MAINTENANCE OF FACILITY</b> (Well groomed grounds, Equip. appears maintained, Clean Lab, etc.)		
a. Excellent	10	
b. Good	5	
c. Fair	<u>3</u>	
Subtotal Maximum	10	—
<b>5. AGE OF FACILITIES</b> (20 years or older)		
a. Excellent	5	
b. Good	<u>3</u>	
Subtotal Maximum	5	—
<b>6. HISTORY OF WATER QUALITY</b>		
a. Is the facility presently in full compliance with the SDWA & other DNR requirements?	Yes-10	No-0
b. Have there been any violations in the past two years?	Yes-0	No-10

	c.	Water quality complaints from consumers to the Health Dept., Drinking Water Program or the PSC in the past year.		Yes-0	No-10
		Subtotal Maximum		30	
<b>7.</b>		<b>RECORD KEEPING</b>			
	a.	Quality		5	
	b.	Quantity	<u>3</u>		
		Subtotal Maximum		8	—
<b>8.</b>		<b>SAFETY PROGRAM</b>			
	a.	Have there been any OSHA violations in the past year?		Yes-0	No-5
	b.	Is there a Right-To-Know Program?		Yes-5	No-0
	c.	Is there a written safety program?		Yes-5	No-0
	d.	Is there adequate safety equipment?		<u>Yes-5</u>	No-0
		Subtotal Maximum		20	—
<b>9.</b>		<b>COMMUNITY RELATIONS</b>			
	a.	In Plant Tours in the past year.	10+	5	
			7-9	4	
			4-6	3	
			2-3	2	
			1	<u>1</u>	
		Subtotal Maximum		5	—
	b.	Out of Plant Talks in the past year.	5	5	
			4	4	
			3	3	
			2	2	
			1	<u>1</u>	
		Subtotal Maximum		5	—
<b>10.</b>		<b>EMERGENCY OPERATIONS</b>			
	a.	Participation in an Emergency Drill in the past year?		Yes-5	No-0
	b.	Posted list of Emergency Contacts?		5	
	c.	Power loss Procedure?		5	
	d.	System decontamination procedure?		5	
	e.	Procedure for reporting spills?		5	
	f.	Is there an active Cross-Connection Program?		<u>5</u>	
		Subtotal Maximum		30	
<b>11.</b>		<b>TRAINING &amp; SELF IMPROVEMENT ACTIVITIES</b>			
	a.	Member of AWWA, MWWC or MRWA?		Yes-10	No-0
	b.	Training classes, seminars attended over & beyond the DNR 30 hours of training for license renewal?		<u>5</u>	
		Subtotal		15	
		TOTAL		143	—
		%			—

## MISSOURI SECTION AWWA

### BEST OPERATOR AWARD QUALIFICATIONS AND CRITERIA EXPLANATIONS

The main purpose of the Best Operator Award is to stimulate the interest in the Missouri Section AWWA by the operators of the smaller communities. It is also hoped that the awards will encourage the unlicensed operators of the smaller communities to apply for the voluntary license. With this objective in mind, the maximum size of the community served is limited to 25,000 population. It was felt that the operator should be licensed if this was to be one of the goals of the awards. The length of service was set at a minimum of two years, for it was felt that this is the minimum amount of time that the operator would need to implement his own operational procedures and practices.

**1. Complexity of Treatment Plant.**

The awarding of points in this area should be only for the highest complexity rating of only the plant under the operator's control.

**2. Operators License Level.**

The number of points given for a license grade is cumulative, but only one license is valid for any given period of time.

**3. Level of Responsibility.**

This guideline should be self-explanatory, as it depends only upon the number of employees supervised.

**4. Appearance and Maintenance of Plant.**

All facilities under this operator's responsibility should be rated. There are only three grades to be awarded any points. If the facilities are rated "poor," there will be no points given. It should be cautioned, however, that when marking the appraisal, as much emphasis as possible should be given to the appearance and maintenance of the area over which the operator has direct control.

**5. Age of Facilities.**

These points are to be given only if the appearance of the plant and the maintenance is good or excellent - again it is cautioned that the grading of the criterion should be in areas that are the operator's responsibility.

**6. History of Water Quality.**

The awarding of points for water quality is related to conformance with standards of the Missouri Department of Natural Resources.

**7. Record Keeping.**

In awarding points for the adequacy of record, close attention should be paid to the quality of records, which should be regarded as more important than the sheer number of records.

**8. Safety Program.**

Self-explanatory.

**9. Community Relations.**

This criterion was broken into two (2) areas. The awarding of points for tours and talks should be done if there was a tour or talk during the twelve months. The setting up of a program that would be available is not sufficient action for the awarding of these points.

The awarding of points for favorable news media comments will depend entirely upon those comments in the news media during the preceding twelve month period.

**10. Emergency Operation.**

This criterion was again broken down into six (6) areas, so that the operator would not be unduly penalized for conditions in areas over which he has no control.

a. Self-explanatory.

b. Self-explanatory.

c. Power loss can be handled by many means, all of which are acceptable to obtain points, e.g., a standby power supply, an alternate supply of water until the power supply is reestablished, a power source from two directions, etc.

d. A written procedure of decontamination of the system should be available to the operators.

e. Self-explanatory.

f. Self-explanatory.

**11. Training and Self-Improvement Activities.**

The purpose of this question is to determine the degree of involvement of the operator in upgrading his capabilities and in improving his professional capabilities. Points are not given in this category, but the answer will be weighed by the committee in selecting the best operator.

**SUMMARY:**

In actual operator appraisal and grading, every effort should be made to grade the operator in areas over which he/she has jurisdiction, and not unduly penalize the operator for conditions over which he/she has little or no control. The awarding of the points in various areas should be stated, with no effort made to interpolate and award points in between the stated values.

## **D. HEROISM AWARD**

- 1. PURPOSE:** To review acts of heroism by members of the Section and to give such members proper recognition.
- 2. MEETINGS, ACTIVITIES, AND REPORTS:** Acting in liaison with the Association, the committee will distribute questionnaires, secure the Award certificate, make sure they are all properly endorsed and present them to the recipients at the annual meeting. Additionally, a full report of committee activities and recommendations will be submitted at the annual meeting.

## **E. GIMMICKS AND GADGETS AWARD**

- 1. PURPOSE:** To stimulate innovative thought to develop practical and inexpensive methods or tools to aid the water works industry.
- 2. MEETINGS, DUTIES AND REPORTS:** The committee shall solicit entries, judge these entries, and award prizes in accordance with the following guidelines:

To qualify as a Missouri Section Gimmick or Gadget, an entry must be submitted on the designated entry form. The entry must be submitted by an individual member of AWWA or by a person who is representing an organization member. An entry must be a novel and relatively simple mechanical device or procedure designed to provide a more efficient, safer, and/or simplified means of performing routine tasks or functions in the maintenance, operation, or construction of a water utility system. Commercially available products are not eligible as gadgets, but a unique use of a commercial product may be entered as a gimmick. The Gimmicks and Gadgets Committee will judge all entries on the basis of the industry. Entries may not be submitted for more than one specific competition year. All decisions of the Gimmicks and Gadgets Committee are final.

All entries will be presented to the Board of Trustees at the Missouri Section Annual Meeting. The top three entries shall be nominated by the Section to compete in the National AWWA Competition. Each submitted entry shall be recognized by the Section via a certificate naming the submitter. Only one (1) person may be identified as the submitter. The top three (3) entries, as judged by the Committee, shall receive a plaque and a cash incentive awarded by the Missouri Section. Cash incentives are as follows: \$200 for first place ranking, \$125 for second, \$75 for third.

**ENTRY DEADLINE: FEBRUARY 20**

**ENTRY FORM:**

**TELL US ABOUT YOUR  
GIMMICK OR GADGET**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**AWWA MEMBERSHIP NUMBER:** \_\_\_\_\_

(No entry will be accepted without a valid membership number)

**PHONE: WORK:** \_\_\_\_\_ **HOME:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

*What is the name of your GIMMICK OR GADGET?*

\_\_\_\_\_

*What is the use of the GIMMICK OR GADGET?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*What benefit is provided by the GIMMICK OR GADGET?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMIT ENTRIES TO:                    GIMMICK OR GADGET CHAIR**

**ENTRY DEADLINE: February 20 of Competition year.**

## F. OPERATOR'S MERITORIOUS SERVICE AWARD

1. **PURPOSE OF THE AWARD:** Recognition of special performance in one or more of the following:
  - a. Continuous compliance with public health standards in finished water.
  - b. Consistent and outstanding contributions to plant maintenance thereby prolonging the useful life of equipment.
  - c. Development of new and/or modified equipment or significant process modifications to provide for a more efficient or effective treatment.
  - d. Special efforts in the training of treatment plant operators.
  - e. Special acts not directly related to water treatment, but which demonstrate dedication to the public beyond the normal operating responsibilities.
  - f. Consistent and outstanding contribution to operation and/or maintenance of distribution lines and reservoirs.
2. **THE AWARD:** An Operators' Meritorious Service Award Plaque.
3. **FREQUENCY OF THE AWARD:** No more than one award will normally be given each year per Section. However, larger Sections may give more than one based on one award per thousand Section members or fraction thereof. If there are no meritorious candidates, the Section will not give the award.
4. **ELIGIBILITY FOR THE AWARD:** Section members eligible to receive the Operator's Meritorious Service Award should be operators who are presently or during the time period of the meritorious service activities, working in the capacity of shift supervisors or superintendents.
5. **ENTRY REQUIREMENTS:** Submit full name and address and complete biographical information on each nominee on the entry form provided by AWWA along with supporting data concerning the meritorious service performed by the nominee.
6. **NOMINATION PROCEDURES:** A nomination for the award may be submitted by any AWWA Section member to the Section Secretary who will transmit it to the Section Operator's Meritorious Service Award Committee for consideration.
7. **NOMINATION OR SUBMISSION DEADLINE:** Ninety (90) days prior to the Section's Annual Conference.
8. **METHOD OF SELECTING AWARD RECIPIENTS:** The Section Secretary



will refer all nominations to the Section Operator's Meritorious Award Committee for consideration and evaluation, and if warranted, the committee will select the awardee sixty (60) days before the Section's Annual Conference.

- 9. PRESENTATION OF THE AWARD:** The award will be presented at the Section's Annual Conference by the visiting AWWA representative and will be formally announced by publication or otherwise at the American Water Works Association Conference and Exposition.

AWWA OPERATOR'S MERITORIOUS SERVICE AWARD

Deadline for Submission \_\_\_\_\_  
Return to: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. Nominee**

**Utility**

Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Time Period of Meritorious Service: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone Number: ( ) \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: ( ) \_\_\_\_\_

**2. Eligibility:** Please note the area(s) of the nominee's accomplishments:

- a. Continuous compliance with public health standards in finished water. \_\_\_\_\_
- b. Consistent and outstanding contribution to plant maintenance thereby prolonging the useful life of equipment. \_\_\_\_\_
- c. The development of new and/or modified equipment or significant process modifications to provide for a more efficient or effective treatment. \_\_\_\_\_
- d. Special efforts in the training of treatment plant operators. \_\_\_\_\_
- e. Special acts not directly related to water treatment, but which demonstrate dedication to the public beyond the normal operating responsibilities. \_\_\_\_\_
- f. Consistent and outstanding contribution to operation and/or maintenance of distribution lines, pump stations and reservoirs. \_\_\_\_\_

**3. Justification:** Please note the nominee's accomplishments which entitle him to receive this award: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Biographical Data:** Please complete the Biographical Data Form on the back of this sheet.

5. **Citation:** Please provide recommended citation of 50 words or less: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:** \_\_\_\_\_

Name (please print)                      Date

Mailing Address: \_\_\_\_\_

Phone No.:(\_\_\_\_\_) \_\_\_\_\_

(Attach Additional Sheets as Required)

**BIOGRAPHICAL INFORMATION**

(Print Clearly or Type)

**a. Brief employment history:**

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**b. Civic organization memberships** (Lions, Kiwanis, school board, etc.)\_\_\_\_\_

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**c. Year joined AWWA**\_\_\_\_\_ **and offices held** (indicate whether Section or Association level):\_\_\_\_\_

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**d. Professional organization memberships:**\_\_\_\_\_

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**e. College(s)**\_\_\_\_\_ **Degree**\_\_\_\_\_ **& Year**\_\_\_\_\_

**f. Publications** - List three major publications:

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(Attach additional information as necessary)

### 3.2. SERVICE CITATION COMMITTEE

- A. **PURPOSE:** To determine eligibility of Section members who are eligible for the "Service Citation Award" and make the award presentation.
- B. **STRUCTURE:** This committee will consist of a chair and at least one (1) other member.
- C. **MEETINGS, DUTIES AND REPORTS:**
  - 1. The service citation award is given annually to the individual who is a member of the Missouri Section AWWA who has completed ten years membership in the AWWA and 25 years service in the waterworks field in the State of Missouri. This is an award in which the Association recognizes the member who has rendered long years of service in the waterworks profession;
  - 2. It also is the responsibility of the committee to mail out to the members periodically, information sheet forms to obtain data necessary to decide when members are eligible for the award. With the mailing out of forms, it is also necessary to keep a file when these forms are returned so that each year those who are eligible might be approved to receive the award;
  - 3. The committee must determine those members who meet the above qualifications. This is accomplished by having each member complete an information sheet setting forth the years in the AWWA, years in the waterworks field in Missouri, their name, title, where they are employed and by whom, and the location of their employment;
  - 4. The committee is to review the information sheets annually and determine those who qualify as to years of service;
  - 5. The committee will also decide if those individuals who qualify are members in good standing of the AWWA;
  - 6. When individuals have been approved for reception of the award, the committee prepares the Service Citation Award form, having it properly lettered and framed for presentation at the Annual meeting, generally by the Chair of the Committee.

### 3.3. FULLER AWARD COMMITTEE

- A. **PURPOSE:** To solicit nominations and select the recipient of the "George Warren Fuller Award" given by the Section each year.
- B. **STRUCTURE:** The Section Chair will appoint the Awards committee. It shall consist of five (5) members of the section who shall be either former recipients of

the Fuller Award or Water Utility Leader of the Year Award or chosen from among leaders of the water works industry within the section.

The length of appointment for each member of the committee should comply with the "Guide to Selection and Announcement of the Section Nominees - Fuller Award." The committee shall use the attached guidelines and questionnaire to select the recipient of the Fuller Award.

- C. MEETINGS, ACTIVITIES AND REPORTS:** Before the Annual Conference, at least one meeting should be held with all the committee present for the selection of the recipient. The selection of the recipient should be made at least 30 days before the Annual Meeting. Announcement of the recipient shall be made at the Annual Meeting, Missouri Section. Formal presentation of the award is made at the Annual meeting of the Association. If the awardee is unable to attend the following general conference, the presentation of the Award Certificate may be made at a Section Meeting. The following is a sample report form:

**MISSOURI SECTION - AMERICAN WATER WORKS ASSOCIATION**

**FULLER AWARD COMMITTEE**

**ANNUAL REPORT**

DATE \_\_\_\_\_

ANNUAL CONFERENCE \_\_\_\_\_

Your FULLER AWARD COMMITTEE respectfully submits the following name as this year's FULLER AWARD RECIPIENT:

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

CITY \_\_\_\_\_

CITATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
MEMBER

1. **Award Title:** GEORGE WARREN FULLER AWARD
2. **Purpose of this Award:** George Warren Fuller Awards are presented annually on recommendation of the sections to members of the American Water Works Association for their distinguished service in the water supply field and in commemoration of their sound engineering skill . . .their brilliant diplomatic talent. . .and the constructive leadership of men and women in the Association which characterized the life of George Warren Fuller.
3. **The Award:** A George Warren Fuller award Plaque and pin.
4. **Frequency of the Award:** Annually, if deserved.
5. **Eligibility for the Award:** To qualify for the award the person must be an individual member (Active, Student, Life, Honorary) or a duly appointed representative of a Utility member of a Municipal Service Subscriber of the American Water Works Association. Each section may make annual Fuller Award presentations equal to their number of Directors on the Association Board of Directors.
6. **Entry Requirements:** The report of the committee shall include a "citation" or statement of the basis upon which the recommendation is made. Such citations shall follow the pattern of form and general phraseology indicated by the lists which have been prepared each year which are uniformly published in the pages of the AWWA JOURNAL as part of the record of the year's conference. Citations should in general contain 50 words or less to the end that a recipient is neither under nor overpaid for the work that he has done. The secretary will make editorial adjustments in citations as may be deemed necessary in the general interest.
7. **Nomination Procedure:** When, after its deliberations in any one year, an award committee makes a selection, it shall submit the name and qualifications of the proposed recipient to the Executive Committee (or equivalent official group) of the section for approval.
8. **Nomination or Submission Deadline:** To the Executive Committee (or equivalent official group) of the section for approval not less than 30 days prior to the annual meeting of the section; To the Executive Director of AWWA by March 10 including the awardee's full name and address and the citation to accompany the award.
9. **Award Committee Membership:** The award committee shall be appointed and announced at least six months prior to the section's annual meeting.

The award committee of each section will be appointed by the section Chair. It shall consist of five members of the section who shall be either former recipients of the Fuller Award or Water Utility Leader of the Year Award or chosen from among leaders of the water works industry within the section.



The award committee of each section shall be set up on a rotating basis with one new member being appointed each year to serve a five-year term and with the senior member designated Chair of the committee. Under this system, each member will become Chair in the fifth and final year of this service on the committee and will retire from the committee when his report for that year is accepted by the section. New sections will, of course, have to establish the rotation system by appointing their first committees for staggered terms of from one to five years, designating as Chair the member appointed for one year. In such instances the earliest recipient of the award should be appointed the first Chair of the committee.

Each member appointed to a section award committee shall be furnished with a copy of the "Terms and Conditions of the George Warren Fuller Award," as well as with a copy of the statement on the life and works of George Warren Fuller to guide him in the exercise of his duties on the committee, both of which are attached.

- 10. Method of Selecting the Award Recipient:** The recipients of the George Warren Fuller Awards are selected by the individual Sections of the Association from among their own members in accordance with the "Terms and Conditions" attached hereto. Such selection is presumed to recognize publicly the contribution toward the advancement of water works practice that the individual has made within the particular section that designated him for the award.

Each year, the award committee of each Section may determine if any member or members of the Section has provided such outstanding leadership or has made such a significant contribution toward the advancement of the water works practice within the Section that he should be a candidate for the award. It is emphasized that the qualifications for the award specify that the services of the candidate must have been over and above those expected of officers and committee members in fulfilling the obligations or duties assigned to them. It is emphasized that the performance of a candidate must be outstanding and extraordinary. Each Section may award the same number of Fuller Awards as the number of its Section Directors on the Association Board of Directors.

- 11. Presentation of the Award:** The announcement of the award shall be made a part of the Annual Meeting of the Section granting it and shall be made by the Association's official representative at the section meeting or by the presiding official at the Section. The reading of the committee report should be accompanied by the reading of as much of the prepared statement concerning the life and works of George Warren Fuller as fits the occasion.

The formal ceremony or presentation of certificates of award is made a part of the American Water Works Association Annual Conference and Exposition. If, in special cases, the awardee is unable to attend the following annual conference, the presentation of the Award Certificate may be made at the Section meeting. If it is desired to present an award certificate at a Section meeting, the report of the committee with the citation and full name of the awardee shall be transmitted to

the headquarters office of AWWA 30 days in advance of the Section meeting along with an appropriate statement of the reason for the prospective absence of the awardee from the annual conference of the Association.

The names of the recipients of the memorial awards for the conference year are announced in appropriate manner during the Annual Meeting of the Association at the time the ceremony of awards takes place. In the published list of members of the Association, designation is made indicating the members who have received this award.

Each awardee automatically becomes a member of the George Fuller Award Society of the American Water Works Association. No initiation fee or annual dues is required for membership in this society. The Annual Meeting of the Society is held during the American Water Works Association Annual Conference and Exposition.

AWWA GEORGE WARREN FULLER AWARD

Deadline for Submission: \_\_\_\_\_

Return To: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Nominee's Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

2. Eligibility/Justification: Please provide details of the nominee's "distinguished service in the water supply field" which entitle him/her to this award in the space provided below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Biographical Data: Please complete the Biographical Data Form on the back of this sheet.

4. Citation - Please provide a recommended citation of 50 words or less:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted By: \_\_\_\_\_

Name (please print) \_\_\_\_\_ (Date)

Mailing Address: \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

## BIOGRAPHICAL INFORMATION

(Type or Print Clearly)

a. **Brief employment history:**

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b. **Civic organization memberships** (Lions, Kiwanis, school board, etc.)

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c. **Year joined AWWA:** \_\_\_\_\_ and offices held (indicate whether Section or Association level): \_\_\_\_\_

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d. **Professional organization memberships:**

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e. **College(s):** \_\_\_\_\_

**Degree** \_\_\_\_\_ **& Year** \_\_\_\_\_

f. **Publications** - List three major publications:

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(Attach additional information as necessary)

## George Warren Fuller Award

"Little can be said about George Warren Fuller without recalling a thousand and one connections which he has had with sanitary engineering practice in this country and abroad. Amazingly active mentally he always catalyzed those individuals who were fortunate enough to work with him. An enthusiasm, tempered by seasoned judgment and reinforced by remarkable technical equipment, accounting for the fact that his name is identified with almost every important sanitary advance in this country in the last four decades. Many, however, are born at the right time who are either ill equipped or are lacking in sufficient vision to make the most of that good fortune. In Mr. Fuller's case, heredity and environment influence, coupled with remarkable energy, all contributed to the development of a practitioner of outstanding stature. He will be remembered long in the future, as much for his distinctive personal characteristics as for his long list of contributions to sanitary science and practice." So wrote Abel Wolman editorially in MUNICIPAL SANITATION after Fuller's death on June 15, 1934.

George Warren Fuller was born in Franklin, Massachusetts, December 21, 1868 on the farm which was part of the land acquired by the family during the Revolutionary period. Three or four Fullers came to Massachusetts from England before the middle of the Seventeenth Century. The one with whom we are concerned was Ensign Thomas Fuller, who in 1642 by vote of the people of Dedham, as "admitted" - a prerequisite to citizenship at that time - to the purchase of Martin Phillips' lot. He seems to have been a capable and versatile man. He was surveyor for several years after 1660 and selectman for fourteen years; he repeatedly represented the community at the general court, was co-trustee of money bequeathed for the establishment of a Latin school and laid out the road to Cambridge as well as many minor ones. He kept the town's ammunition, for which he was paid ten shillings a year, but had considerable trouble in collecting the fee and at one time remitted part of it in order to obtain settlement. In the succeeding line, down through Grandfather Asa Fuller, who was a Minute Man, there continues to be activity of a civic nature -- service as selectmen, court representatives, and the like.

George Warren Fuller was at the head of his class when he attended the Dedham schools. His scholarship was, of course, source of great satisfaction to his mother. At sixteen he passed the examination for entrance at MIT but, his father having died a few weeks before, it was thought best for him to have a fourth year in high school, after which he was graduated at the head of his class and with the highest marks given up to that time. At MIT he met and came under the influence of such people as William T. Sedgwick, Ellen H. Richards and Hiram F. Mills, all enthusiastically interested in the new science of public health. Their influence was felt throughout his life. Following his graduation he spent a year at the University of Berlin and in the office of Piefke, engineer of the Berlin Water Works. On his return to Massachusetts, he was employed by the state board of health for some five years, during the latter part of the period being in charge of the Lawrence Experiment Station where he extended the experimental work and studies started by another famous chemist and engineer, Allen Hazen. The Lawrence Experiment Station was then recognized as leading in research on the purification of water supplies and treatment of sewage in this country. Fuller's brilliant achievements in this field attracted such attention to his ability that he was selected in 1895 to

take charge of the experiments at Louisville, Kentucky, in the use of rapid filtration. Immediately after he had accomplished this work, he was offered a similar engagement in Cincinnati, Ohio. These experiments served to remove the questions which had been raised about the adequacy of rapid filtration compared with slow sand filtration for these municipalities, and at the same time, established the value of mechanical filtration where conditions were such as to warrant its use.

During his 34 years of practice as a consulting engineer -- following the opening of his New York office and later the opening of the branch offices in Kansas City, Missouri; Toledo, Ohio; and Philadelphia, Pennsylvania -- Fuller advised more than 150 cities, commission, and corporation on their water supply and sewerage problems, the outstanding engagement including, among others, Washington, D.C.; New Orleans, Louisiana; St. Louis, Missouri; Indianapolis, Indiana; Kansas City, Missouri; Memphis, Tennessee; Wilmington, Delaware; New Haven Connecticut; Lexington, Kentucky; Minneapolis and St. Paul, Minnesota; Montreal, Quebec; the Shanghai, China Water Company; the International Joint Commission (Canada and United States boundary -- waters); the New Jersey Water Policy Commission; the North Jersey District Water Supply Commission; the Hackensack Valley Sewerage Commission; and the Metropolitan Sewerage Commission of Rhode Island. For many of these engagements his service included full control over all engineering work involved in the preparation of plans and contracts, as well as the actual construction.

Notwithstanding a busy life in active practice, Fuller gave freely of his time and energy to the advancement of his chosen profession through participation in the activities of technical societies, through contributions to the engineering press, and through educational activities. His record in this respect is outstanding: He was a member of the American Water Works Association (President); the American Public Health Association (President); the Engineering Foundation (Chair); the American Institute of Consulting Engineers; the American Society of Mechanical Engineers; the Institution of Civil Engineers of Great Britain; the American Chemical Society; the American Society of Bacteriologists; the Engineering Institute of Canada; the Vereines Duetscher Ingenieure; the Association Generale des Hygienists el Techniciens Municipaux of France; and the Franklin Institute.

Perhaps the most significant of Fuller's characteristics was his belief in organization and his devotion to standardization.

In 1920, at the Montreal Convention of the AWWA, Fuller negotiated the organization of a committee to codify and standardize water works practice. The Association before that time had developed a few specification documents, but its relation to the preparation of those documents was that of cooperative participation rather than leadership. The group, under his leadership and Chairship, was first called the Standardization Council, later the Committee on Water Works Practice. He continued to be a dominant influence in the AWWA during the time its constitution and By-laws were being substantially revised. At the New York Convention of the AWWA early in June 1934 (only a week before his death) Fuller was in constant attendance, participating in the sessions and continuing, even then, his stimulation of the activities of the Association and its elected leaders.

With the AWWA, APHA, ASCE and FSWA alone, more than 45,000 professional and technical men and women in North America are indebted to Fuller for the guidance of their organizational readjustments in the 1920-30 period, which made possible the standing that these associations have today.

George Warren Fuller was first of all a capable engineer, equipped with a mind that never closed a channel to new ideas. He was an inventive technician -- first in the laboratory field, later in engineering and design. He was a skilled negotiator, a public relations counsel who never called himself one, but who by such skill persuaded reluctant city officials that they were very wise and right to authorize sanitary improvements. He was a loyal citizen who found himself able and willing to render service to his country during World War I. He was uncannily able to give ear to the ideas and aspirations of younger men and women in the field and to inspire in them some measure of the spirit of leadership that he possessed. He believed in the organization and assembly of technical and professional men and women and devoted himself fully to the advancement of their associations and societies to the end that they serve better through planned action and cooperation.

Fitting indeed were the words of M. N. Baker, in his editorial tribute in the Engineering News Record:

*History will be better able than we are to appraise the contributions of George W. Fuller to the art of water purification, but history will not be so well able to appraise Mr. Fuller's personal qualities of understanding, kindness, sound judgment and tact as are we who have been fortunate enough to have frequent contact with him in our daily work...Here also should be recorded an acknowledgement of the debt the profession owes to Mr. Fuller, especially his chosen branch of the profession, for his liberal contributions of time and energy to its professional societies. It can be said without fear of contradiction that it was chiefly through his efforts that the American Water Works Association has been raised from the level of a social group to its present high standing as a technical organization. Mr. Fuller's passing also serves to reemphasize the youthfulness of sanitary engineering and the fundamental nature of the contributions made by a generation of notable men and women, now largely departed -- work that centered around the Lawrence Experiments and laid the foundation for present design methods and practices in water filtration . . . Fuller's achievements and those of others of his generation are a legacy to be utilized by the present generation to carry the art forward to greater perfection.*

### 3.4. PROFESSIONAL AWARDS COMMITTEE

- A. PURPOSE:** To select awardees for the Dr. Kramer Award and the Donald R. Boyd Water Utility Manager Award per the following criteria.
- B. STRUCTURE:** The professional Awards Committee should consist of a Chairperson appointed by the section Chair and three (3) other members selected by the Committee Chair.
- C. Dr. Kramer Award**
- 1. Purpose of Award:** In recognition of a paper that demonstrates excellence and professionalism, as well as presentation of useful and timely knowledge regarding drinking water.
  - 2. Award Description:** Consists of a \$500 check (may be split among multiple authors) and a commemorative plaque.
  - 3. Frequency of Award:** One per year; if no worthy paper is submitted, the award can be deferred.
  - 4. Eligibility for Award:** Individual Missouri Section members and student members attending college in the state of Missouri. Award shall not be given to the same individual in consecutive years.
  - 5. Entry Requirements:** Papers shall pertain to water utility research, design or operations. Papers shall be submitted in the format described on the AWWA website, Communications, e-Journal, Online Submission Guidelines.
  - 6. Submittal Deadline:** Papers shall be submitted to the Professional Awards Committee Chair no later than January 31 immediately preceding the Annual Conference. Papers submitted after January 31 will be considered for the following year.
  - 7. Committee Duties:** Solicit and evaluate entries based upon certain qualities, including the following: provides timely and useful information to a large audience within the section membership; is written in readily understandable style, yet maintains professional qualities; contains facts and materials that are well substantiated.
  - 9. Presentation of Award:** Award is to be presented at the Section's annual conference. Announcement of award recipient will be withheld until presentation of the award.
  - 10. Publication Rights:** Submittal of a paper to the committee for judging shall constitute a granting of publication rights to the Missouri Section AWWA and its



right to submit any paper to AWWA National for publication.

**11. Background Information:** Dr. Warren A. Kramer was born July 16, 1896 in Franklin, Louisiana, on the Francis/Susie Sugar Cane Plantation owned by his family. He attended elementary and secondary school in Franklin and earned a B.S. Degree at the University of Mississippi and a M.S. at Louisiana State University. He received his Ph.D. in chemistry and chemical engineering from Ohio State University in Columbus, Ohio.

After earning his Ph.D., he accepted a position with the water company in Chicago, Illinois. He then became chief chemist with the St. Louis Water Division at the Chain of Rocks Water Plant. In 1938, he joined the Missouri Division of Health and served as chief engineer of water supply resigned in 1965 to become vice president of the Missouri Water and Wastewater Technical School in Neosho, Missouri. He also provided consultation services for various national, state and city organizations and facilities.

Dr. Kramer, affectionately called "Doc" by coworkers and friends, served for 31 years as secretary-treasurer of the Missouri Water and Sewerage Conference. He also served several years as secretary/treasurer of the Missouri Section AWWA and a term as Director from Missouri to the National Board of Directors, AWWA.

In 1950, Dr. Kramer was presented with the George Warren Fuller Award of the American Water Works Association and in 1965 he received the W. Scott Johnson Award of the Missouri Public Health Association. He was the recipient of the first W. Victor Weir Award of the Missouri Water and Sewerage Conference in 1968.

Numerous articles written by Dr. Kramer were published in *the Missouri Water and Sewerage Conference Journal and News Bulletin*. He was editor of these publications from their beginning in 1941 until 1970. He also authored articles published in the *American Water Works Association Journal*, as well as other publications. In 1969, he wrote the basic manuscript of the *Laboratory Manual for Waterworks Operators* for the Missouri Division of Health. The first copies came off the press the day of his death, January 12, 1970.

Dr. Kramer was an advocate of self-improvement and education and he believed in adult continuing education to help workers advance and stay current in their jobs. To this end, he conducted many training sessions for water and wastewater operators. He shared his vast knowledge of water purification and water conservation with all who would listen and learn.

Realizing the great need for operator training, he was one of two cofounders of the Missouri Water and Sewerage Technical School, started in 1960 in Neosho. In 1965, Dr. Kramer joined the school as vice-president and directed fund-raising, the scholarship program and recruitment activities, as well as teaching some classes. Through the school, Dr. Kramer conducted training courses in Jamaica to help that island country establish a better water system. For many years the school trained operators from Missouri and around the country. It became part of Crowder College in Neosho several years ago.

Dr. Kramer had a passion for providing clean drinking water and for maintaining the purity and beauty of our lakes, streams and rivers. He worked tirelessly toward these goals and encouraged and trained others to continue this work. He is remembered for his leadership in upgrading the waterworks facilities of towns across Missouri, for his insistence that water and wastewater operators be well trained and recognized for their efforts, and for inspiring a public appreciation for the water and wastewater industries.

#### **D. DONALD R. BOYD UTILITY MANAGER AWARD**

- 1. Purpose of Award:** In recognition of demonstrated exceptional managerial abilities with a community water supply.
- 2. Award Description:** A plaque bearing the name Donald R. Boyd Water Utility Manager Award; the Missouri Section American Water Works Association Logo; the name and title of the recipient and the year of the award.
- 3. Frequency of Award:** One per year; however, multiple awards can be given in one year. If no worthy recipient(s) exist, the award can be deferred.
- 4. Eligibility for Award:** Individual Missouri Section members in a managerial position of a community water supply during the period of meritorious activities.
- 5. Entry Requirements:** An award application form shall be submitted by any Missouri Section member for each nominee. All information requested on both pages of the form shall be provided in detail, including supporting data for justification and complete biographical information on the nominee. For continuing consideration by the Awards Committee, biographical data of nominees shall be updated annually.
- 6. Submittal Deadline:** Submitted to the Committee Chair by January 31 immediately preceding the section annual conference.
- 7. Committee Duties:** Select an awardee(s) 30 days prior to the Section Annual Conference based upon qualifications including, at a minimum: integrity, reputation, contributions to the managerial process, and contributions to AWWA (Section and National).
- 8. Presentation of Award:** Award is to be presented at the Section's Annual Conference. Announcement of award recipient will be withheld until presentation of the award.

ENTRY FORM

**DONALD R. BOYD WATER UTILITY MANAGER AWARD**

**Deadline for Submission: JANUARY 31, 2012**

**Return to: Tim Rajchart**

**Address: rajchatd@kirkwoodmo.org  
Fax 314 984 5975**

**1. Nominee**

Full name: \_\_\_\_\_

Title: \_\_\_\_\_

Time Period of Meritorious Service: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**Community Water Supply**

Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**2. Selection Criteria:**

- a. Integrity
- b. Reputation
- c. Contributions to the managerial process
- d. Contributions to AWWA (Section & National)
- e. Any other submitted qualifications

**3. Justification:** Please note the nominee's accomplishments which entitle him to receive this award. \_\_\_\_\_

\_\_\_\_\_

**4. Biographical Data:** Please complete the Biographical Data Form on the back of this sheet.

**5. Citation:** Please provide recommended citation of 50 words or less: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_

Name (please print)

Date

Mailing Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

**BIOGRAPHICAL INFORMATION**

(Print Clearly or Type)

**a. Brief employment history:**

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**b. Civic organization memberships** (Lions, Kiwanis, school board, etc.)\_\_\_\_\_

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**c. Year joined AWWA**\_\_\_\_\_ **and offices held** (indicate whether Section or Association level):\_\_\_\_\_

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**d. Professional organization memberships:**\_\_\_\_\_

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**e. College(s)**\_\_\_\_\_ **Degree**\_\_\_\_\_ **& Year**\_\_\_\_\_

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**f. Publications** - List three major publications:

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Attach additional information as necessary

### 3.5. KENNETH J. MILLER WATER FOR PEOPLE FOUNDERS' AWARD

- A. **PURPOSE OF THE AWARD:** Kenneth J. Miller Water For People Founders' Awards may be presented annually by Water For People/Water For People-Canada in honor of the untiring efforts of Kenneth J. Miller to help people of the world through Water For People. The Purpose of this award is to recognize volunteers for their outstanding service and leadership in the advancement of the Water For People mission.
- B. **THE AWARD:** A plaque and bronze pin.
- C. **FREQUENCY OF AWARD:** Annually, if deserved. One award per year per Section.
- D. **ELIGIBILITY FOR AWARD:** Any person who has provided exemplary service in Water For People through project facilitation, fund raising, education and/or raising the awareness of Water For People activities.
- E. **NOMINATIONS PROCEDURES:** Anyone may nominate an individual by submitting an official nomination form detailing the basis upon which the recommendation is made. The statement shall include a summary of the candidate's service with Water For People.
- F. **DEADLINES:** Nominations shall be submitted to the award committee by sixty (60) days prior to the Section's Annual Conference. The award committee shall choose one awardee and report its selection to the executive director of Water For People by March 10, in order to be recognized at the annual Water For People meeting in June. Information should include a copy of the awardee's nomination form and date of the Section's Annual Conference. The plaque and bronze pin will be provided by Water For People to the local group at cost. If not selected for the award, nominees may remain under consideration for three (3) years. Those not selected for an award in that time will be dropped from consideration. Candidates may be re-nominated.
- G. **AWARD COMMITTEE MEMBERSHIP:** The award committee shall consist of six individuals. The Section WFP Committee Chair who will serve as the award committee chair; the Section Chair; the Section Director; the two (2) most recent recipients of the award who are available to serve; and the Section Secretary/Treasurer.
- H. **METHOD OF SELECTING AWARD RECIPIENT:** The award committee shall select a recipient from the list of candidates. Each year the committee shall determine if any candidates have helped advance the mission of Water For People over and above those efforts normally expected. It is emphasized that

the performance of an awardee must be exceptional and extraordinary. The selection of the awardee shall require the vote of the committee to be unanimous. Otherwise no selection shall be made that year.

- I. **PRESENTATION OF THE AWARD:** The visiting AWWA officer will present the bronze pin at the Section Annual Conference. All plaques will be presented at the WFP annual meeting in June.
- J. **LOCAL PUBLICITY:** A draft press release is attached for local publicity.

**THE KENNETH J. MILLER FOUNDERS' AWARD  
FOR  
OUTSTANDING VOLUNTEER SERVICE  
TO  
WATER FOR PEOPLE**

The Kenneth J. Miller Founders' Award was established in 2001 by the Board of Directors of Water For People to honor outstanding volunteer service being contributed to this international humanitarian effort. Water For People was conceived as a North American response to the water, sanitation and health needs of millions of families living in the developing world. From its beginnings, Water For People was envisioned to be a volunteer effort of the North American water community. The American Water Works Association (AWWA) leaders who organized Water For People believe that water professionals throughout North America would recognize the urgent necessity to support such a cause by contributing their financial assistance, organizational skills, and professional expertise. This they have done, as local groups of water and sanitation professionals launched active programs in support of Water For People. As the organization grew and began to accomplish its vision of service, it became evident that extraordinary volunteer efforts were being made at the local level and that this dedicated work ought to be publicly acknowledged and honored. The Founders' Award was established to do this.

The search for a model individual to exemplify the value of volunteer service and to underscore the importance of this award led immediately to Kenneth J. Miller of Denver, Colorado, one of the founders of Water For People and its first president.

Ken Miller has been a volunteer leader in AWWA and its related organizations for 40 years. He has held every office in the AWWA-Rocky Mountain Section and is one of its prestigious Fuller Awardees. His honors in AWWA include Honorary Membership, the Diven metal for Outstanding Service to AWWA, and the Abel Wolman Award of Excellence. Ken is the only person to serve as the chief elected officer of the American Water Works Association, the AWWA Research Foundation and Water For People.

Now retired, Ken was a Senior Vice President and Director of CH2M Hill Consulting Engineers. Previously he served with Denver Water and Denver Health Department. Although his entire career was dedicated to public water service, he made time for volunteer work in the Denver Chamber of Commerce, Colorado University and the Community College of Denver; the National Academy of Science Assembly of Engineers; and American Chemical Society; Christ Congregational Church; the Water Environment Federation, and numerous other social, civic, and educational organizations.

Now, after his distinguished career of national and local service, Ken Miller is deservedly retired. But when he is in Denver, not a week ever goes by without his contributing volunteer time at Water For People headquarters. The man is an unsurpassed model for those who would aspire to contribute to their community, their professional societies, their country and the needy of the world. That is why Water For People has named the Founders' Award after

Kenneth J. Miller – in the hope of inspiring others to emulate his example of self-sacrificing volunteer service.

Hear today, the (name of local presenting group) wishes to honor one of its own who is following in the footsteps of Ken Miller.

(CONTINUE WITH LOCAL AWARD BY REFERRING TO AWARDEE'S OFFICIAL ENTRY FORM)



### 3.6. 6P GUARDIANS

- A. PURPOSE:** The purpose of the 6P Guardians (Preeminent Patrons Persistently Purveying Potable Product) is to have fun recognizing section members who are providing consistent service to the section. The 6P Guardians would be responsible for assisting in the major fund raising activities, Water for People and the Popalisky Scholarship. The Guardians could adopt any other specific duty as need arises. It is implied the 6P Guardians will continue to provide service to the section.
- B. MEMBERSHIP SYMBOL:** A round pewter lapel pin with a valve key engraved on the pin.
- C. SELECTION FREQUENCY:** New members may be selected annually. The number of new members will be determined by the selection committee.
- D. ELIGIBILITY:** Any Missouri Section member is eligible.
- E. NOMINATION PROCEDURE:** Any section member may nominate another member by submitting the nominee's name with a brief paragraph indicating the nominee's contribution to the section. The nomination should be sent to the section's administrative manager.
- F. NOMINATION DEADLINE:** All nominations must be received by February 28.
- G. SELECTION COMMITTEE:** The selection committee shall consist of the section officers holding the position of trustee.
- H. SELECTION METHOD:** The trustees shall make their selection based on the information contained in the nominations with consideration of previous member's qualifications. The trustees shall use their discretion in the number of new member selections plus the national AWWA representative at the annual conference. The trustees can elect to make no new selections.
- I. PRESENTATION:** The new members will be inducted at the annual banquet. The master of ceremony for the induction will be selected by the 6P Guardians and will be called the "Chief Plant Operator" (CPO). The CPO will conduct a tasteful ceremony describing the Guardians' purpose, symbols, greeting sign, and challenging them to make a wise selection of various containers of water. Upon their successful wise selection, he will administer the following oath: I (state your name) promise to uphold the ideals and goals of the 6P Guardians and continue to be a Preeminent Patron Persistently Purveying Potable Product. I promise to come to the aid of a fellow member in times of distress. I will always keep my valve key handy and at the right length. I will proudly wear the lapel pin at all Missouri Section functions. This I will faithfully do as I gratefully work with other Missouri Section members so help me almighty regulators.

#### 4. ANNUAL CONFERENCE MANAGEMENT COMMITTEES

##### 4.1. CONFERENCE MANAGEMENT COMMITTEE

- A. PURPOSE:** The committee is responsible for the supervision and coordination of the local convention preparations and arrangements described in detail below under the duties of the various local communities. It is also responsible for selecting of personnel of the local committees, for developing a schedule and timetable for progress and completion of local committee activities, and for keeping the Section Chair informed concerning development of the local committee activities.
- B. STRUCTURE:** The committee will consist of a General Chair and a Vice Chair (if possible, the general Chair from the current host area and the Vice Chair from next year's host area). As a general rule, each member of the CONFERENCE MANAGEMENT COMMITTEE will serve as Chair of one of the various local committees required for convention preparation. Thus, in most instances, the committee will consist of at least seven members in addition to the Chair and Vice Chair.
- C. FUNCTION:**
1. To provide guidance for the local committees and to supervise and coordinate the activities and progress of each, thus preventing duplication of effort and insuring overall continuity of results.
  2. To develop a timetable for the progress and completion of local committee activities and to regularly check the progress of all planning.
  3. To supply information pertaining to the local arrangements needed by the Program and Publicity Committees.

In connection with the program, the CONFERENCE MANAGEMENT COMMITTEE shall be responsible for the following duties:

1. Getting all the local information that is to be printed in the program to the Secretary/Treasurer by 90 days prior to the annual meeting. This includes costs, location and time of the various functions planned by the Conference Management Committee, plus the costs and location of the various breakfasts, luncheons, and banquet.
2. To make necessary arrangements for meeting press and changing

rooms, necessary projectors, blackboards, etc., after the Program Chair supplies the time and approximate attendance at the various sessions, as well as aids needed by the speakers.

3. To supply someone to give the invocation at the opening as well as the Awards Luncheon and Annual Banquet.
4. To supply a local dignitary to make a ten minute address of welcome at the opening session.

**D. DUTIES:** Arrange for, produce, and bring to a successful conclusion, the annual conference. The following local committees and their duties are listed to aid the committee:

#### **4.2. FINANCE COMMITTEE**

**A. Budget:** Responsible for formulating a proposed budget for presentation to and approval by the Board, Missouri Section AWWA, at the fall meeting. The budget should include the following items:

1. Anticipated Income
  - a. Registration
  - b. Tickets for various events, such as the golf tournament, awards luncheon, spouses' luncheon, etc.
  - c. Donations
  - d. Other sources
2. Anticipated Expenditures
  - a. Stamps and mailing
  - b. Program printing
  - c. Entertainment
  - d. Special entertainment features
  - e. Buses and other transportation
  - f. Luncheons, such as awards and ladies luncheon
  - g. Flowers and favors for ladies
  - h. Banquet
  - i. Prizes
  - j. Special tours
  - k. Secretarial expenses
  - l. Expenses for invited guests
  - m. Golf tournament
  - n. Badges and stickers
  - o. Special registration mementos
  - p. Speaker's mementos

**B. Funds:** Arrangements shall be made with the Secretary/Treasurer to handle funds connected with the annual meeting.

1. The Chair should arrange with the hotel or convention bureau of the host city for clerical assistance and typewriters to type up badges, stickers, etc., connected with the registration.
2. A schedule is normally prepared for the Chair of the Registration committee and approved by the General Chair showing the assignment of various duties of the registration desk. This will include the receipt of money and the issuance of tickets as required for the various events. This shall be coordinated with the Secretary/Treasurer.
3. Normally, the host hotel will furnish a safety deposit box and all monies, checks, etc., will be kept in this box, except as required at the desk during registration hours. Arrangements should be made for daily deposit of funds.
4. The Secretary/Treasurer is responsible for handling all advance registrations.
5. The Secretary/Treasurer is responsible for paying all valid bills, including those accumulated during, before and shortly after the annual meeting.

**C. Advance Registration:** The Secretary/Treasurer should be responsible for mailing out programs and information related to the annual meeting to all members on the mailing list. The program mailing should include any free mailing from the hotel or from the local Chamber of Commerce. The Program should be printed as soon as a complete format is agreed upon by the Program Chair and mailed to all members and others on the mailing list. It should be noted that, in many cases, members may have to receive prior approval before attending an annual meeting with the program serving as the basis for attendance.

#### **4.3. EVENT DETAILS COMMITTEE**

This committee is responsible for completing the necessary detailed arrangements for the technical sessions and social functions with the hotel and/or convention hall; for supplying all equipment, projectors, public address systems, etc. needed for the convention sessions, for insuring the proper preparation of the technical session and social event meeting rooms; or providing

meeting rooms, monitor service for each session; and for assisting other committees in making similar arrangements. Specific duties of the committee are as follows:

1. Arrange with hotel and/or convention hall management all details concerning equipment and setup of technical sessions and social events meeting rooms. This is to be coordinated with the Program Chair.
2. Prepare, with the assistance of the Program Chair and Registration committee, a list of all necessary equipment needed for (a) technical and social event meeting rooms, (b) press room, and (c) registration setup.
3. Examine and check the availability and suitability of equipment to be furnished by or obtained from the hotel and/or convention hall.
4. Obtain from local sources firm commitments for equipment rental and operator's services not available from the hotel or convention hall. All such quotations must be cleared through and approved by the Event Details Committee. These orders shall be placed as soon as equipment needs are known to the committee and approved by the Event Details Committee Chair.
5. Prepare a detailed schedule of all equipment to be used for each convention session and function, showing equipment needed, from where it is to be obtained, location, and time of use.
6. Prepare a schedule of assignments for committee members to act as monitors for each convention session and function. The monitor's duties will be:
  - a. To check each meeting room prior to every session for the presence and satisfactory arrangement or setup of all necessary equipment (see Item 5).
  - b. To check each meeting room prior to each session for satisfactory lighting, ventilation, speaker's water pitcher and glasses, speaker's name place cards, etc.
  - c. To remain in attendance during entire time of each session to assist with equipment use, to regulate room ventilation and lighting, to distribute any materials for the chair or speakers, to check proper closure of entrance and exit

doors, and to do whatever appears advisable to insure the smooth function of each session.

7. Arrange for placement, removal, and storage, as necessary, of all registration desk and meeting room signs, section banner and audio-visual equipment.
8. Assist spouse's entertainment committee in checking condition and equipment of spouse's Headquarters rooms.
9. Inform the convention bureau representatives and the hotel executive, the nature of the convention and that the policy of the organization permits press coverage and arrange for adequate press coverage facilities, which should include:
  - a. Name and location of staff member who the news media can contact.
  - b. Arrange for interviews with speakers, including making available biographical material and photographs of the speakers, as well as copies of their speeches, either through advance copies or arrangements for immediate copy reporting.
10. Photographic work - Commercial photographer can give you good coverage but you must establish guidelines for the number and type of shots at each activity or BUDGET BEWARE! Provide a copy of award photo for each award recipient as well as copies for reporting and the SHOW-ME Newsletter.
11. Speakers and guest at social events should be advised of time limit on speeches to control the program.
12. Prepare VIP itinerary showing transportation arrangements to and from local airports, functions at which participation is expected, dress requirements, etc. and distribute this itinerary to the VIP prior to arrival at the convention.

#### **4.4. REGISTRATION COMMITTEE**

The Secretary/Treasurer shall be chair of the registration committee which has the task of affecting the orderly registration of all; selling or supervising the sale of social event tickets, and accounting for all tickets issued to the registration desk.

- A. All members and guests, including spouses, attending any of the convention technical sessions, or the exhibits, are required to have a name card as a receipt for registration or other admission fee.
- B. Admission to all social events will be by ticket only. Social event tickets will be sold only to registered members and guests. This also applies to the spouses' entertainment functions.

Detailed duties of the Registration Committee are:

1. At least four months before the meeting, contact the local Convention Bureau for complete information on registration services, personnel and equipment that are available through the Bureau. Be sure to inquire as to charges that may be made for such assistance, particularly outside ordinary working hours. Important requirements are three jumbo or bulletin typewriters for badge use that may need to be reserved at a much earlier time.
2. Prepare a list of non-committee personnel - clerks, typists, and cashiers required for the registration desk. Usually, the service of such personnel can be secured through the local Convention Bureau.
3. Prepare a schedule of working hours for the registration personnel, including Registration Committee Members, who will insure an adequate personnel staff at the registration desk at all times. Specific personnel and working hour requirements should be developed in the detailed registration operation plan.
4. Prepare for the Event Details Committee a list of all equipment needs for the operation of the registration desk. Check with this committee on the procurement of such equipment and assist in the setting up and between session storage for such equipment.
5. Supervise or operate the registration desk for speedy registration of members and guests, the payment of registration fees, and the sale of tickets for all social event functions. A detailed plan for the organization of the registration desk and the operation of the registration personnel is given in the following section. In general, registration, payment of registration fees, distribution of convention badges and programs, sale of social event tickets, inspection trip reservations, etc., will be arranged as a continuous process which will occur simultaneously at several "stations" at the registration desk. At the majority of conventions, it will be advisable for a registration committee member to be assigned to assist each clerk

typist and cashier with the registration and the sale of social event tickets.

6. The convention registration forms are made available to the Water and Wastewater Manufacturers Association for preparation of registration lists at the close of business of the first and second days of the technical sessions.

An efficient registration team has been found to consist of three persons - a ticket clerk, a badge typist, and a cashier who is also a team captain.

The registrant prepares the registration card at a stand-up table separate from the registration counter, and presents it to the ticket clerk. While the clerk assembles the tickets ordered and verifies the total remittance required, the typist prepares the badge and the registration card. Tickets and badge are all passed to the cashier of the registration team. This cashier has the responsibility of supervising the team operation and of collecting the total shown on the card. After receipt of the proper remittance, the tickets and badge are passed to the registrant while the whole registration card is held for further processing.

All tickets and money are to be accounted for in the presence of the committee chair. The representative will issue numbered registration receipts and tickets in amounts appropriate to maintain accurate records. These are most important in order to give guarantees for the various events in connection with the meeting. Final commitments for all meals and social functions shall be the responsibility of the Secretary/Treasurer.

#### **4.5. ENTERTAINMENT AND BANQUET COMMITTEE**

The Entertainment and Banquet Committee is to arrange for the entertainment features, together with supporting personnel and equipment, scheduled for the convention social functions. All arrangements for entertainment will be in accordance with the limitation imposed by the conference budget. When the committee has made a tentative selection of the entertainment and has obtained firm quotations for the entertainers, supporting stage personnel, sound and lighting equipment, etc., it should report to the Conference Management Committee and secure approval before making definite commitments. The Entertainment and Banquet Committee will report to the Conference Management Committee its final commitments so that the information may be made available to the Program and Publicity Committees. It will request the assistance of the Event Detail Committee in providing any special equipment needed for the entertainment. It is also to:

1. Confer with a convention bureau representative to obtain pertinent



information concerning the city and activities of interest to convention registrants:

- a. Attractions
- b. Events
- c. Sightseeing possibilities
- d. Sports
- e. Special events

NOTE: Supplement with photographs when available and appropriate.

2. Make arrangements for the menus and the seating and table arrangements for the banquet and all organized meal functions. Seating arrangements at the head table will be approved by the chair of the section.
3. Prepare free-standing name place cards for head table and place them facing the audience. Prepare head table and trustee tables name place markers using registration badge inserts and place these at the locations where each named person is to sit.

#### **4.6. SPOUSE'S ENTERTAINMENT COMMITTEE**

The Spouse's Entertainment Committee will be responsible for selecting and arranging for a program of social events for the spouses attending the convention and for integrating such events with the general convention program. This committee will be given the widest leeway in selecting and arranging for its social functions. It will, however, be subject to the following restrictions:

1. All social events must be selected and scheduled to conform to the general program for the convention.
2. All social events must be selected in accordance with the limitations imposed by the convention budget.

Entertainment proposals not in accordance with the above restrictions must be submitted through the Local Arrangements Committee.

A lounge for use as Spouses' Headquarters will be arranged with the convention hotel. The assistance of the Event Details Committee may be requested in obtaining suitable furniture.

#### **4.7. LOCAL HOST COMMITTEE**

The duties of this committee are implied in its name. Its members will serve as hosts and hostesses for the convention social functions and, as such, will perform the traditional duties of a host. Specifically, the duties of the Local Host Committee will be:

1. To welcome the guests on their arrival at social functions, making everyone acquainted and in general placing those attending at ease.
2. To arrange for a Local Information booth or table to be located near the registration desk. Information pertaining to local points of interest, stores, theater and other attractions might thus be made available. The committee should arrange to have one of its committee members in attendance at all times if such a booth is provided.

#### **4.8. GOLF COMMITTEE**

The Golf Committee will be responsible for selecting a suitable golf course, arranging advance publicity, and soliciting golf prizes and trophies.

1. Golf participation usually averages between 20 to 35 members.
2. Golf trophies (usually four in number) and prizes are awarded at the Annual Awards Luncheon.
3. Entrance fee for golf is based on making this event self-supporting so that no subsidy is required from the Association.

#### **4.9. HOSPITALITY COMMITTEE**

If a Joint Hospitality Committee or Water and Wastewater Equipment Manufacturers Association Committee is formed, the Chair shall be a member of the Annual Conference Management Committee and coordinate their planned activities with the General Chair. These activities may include organization and solicitation of donations for social hour functions and special entertainment.

#### **4.10. TECHNICAL PROGRAM COMMITTEE**

- A. PURPOSE:** To prepare a Technical Program for the annual conference that follows the theme as directed by the Section Chair and that contains speakers and topics of high quality and general interest. The technical program shall consist of detailed sessions which may be concurrent and/or joint and may include an opening session.

- B. STRUCTURE:** The Technical Program Committee will consist of a chair who shall be the Vice Chair of the Section and members as selected by the committee chair.
- C. DUTIES:** The committee will coordinate the technical program by arranging session formats and start/ending times and providing speaker audio/visual needs.

#### **4.11. EXHIBITS COMMITTEE FOR ANNUAL CONFERENCE**

- A. PURPOSE:** To solicit vendors to exhibit goods and services at the Annual Conference in order that these products and services are made familiar to the conference attendees.
- B. STRUCTURE:** The committee will consist of a Chair and at least one (1) other member.
- C. DUTIES:** The committee will solicit vendors and manufacturers to exhibit goods and services and arrange booth exhibition space with the host hotel. Booth draping and electricity, if required, will also be arranged for by the committee along with any other reasonable set-up requirements to focus attention on the goods and services exhibited.

**5. AD HOC COMMITTEES:**

Ad Hoc Committees may be created at any time by the Chair to undertake special projects such as, but not limited to, Cross-Connection Control, Affiliate Grade Membership, Water Quality, National Nominations, and Water for People.

**6. SPECIAL APPOINTMENTS**

"The Section Chair may from time to time make special appointments to outside agencies upon request."

## 7. EXECUTIVE BOARD POLICIES

### 7.1. POLICY REGARDING REIMBURSEMENT OF EXPENSES FOR SPEAKERS

#### A. GENERAL

1. The Section will not pay honorariums to speakers at an annual conference, seminar or workshop, unless the amount of such honorarium is reimbursed directly from program participants through registration fees.
2. The general objective of the Section is to minimize the amount of reimbursable costs to speakers.
3. Any expenses that are to be incurred by the Section must be known as early as possible to provide for recovery of costs in the conference registration fees.
4. Expenses to be reimbursed to a speaker by the Section shall be billed to the Section, c/o Secretary/Treasurer, itemizing costs. All expenses must be supported by receipts.

#### B. SPECIFIC COSTS

1. Registration Fees:
  - a. Speakers from within the State of Missouri, who are members of AWWA derive their livelihood from the water works field, and would normally attend the conference or seminar, will be required to pay their own registration fees.
  - b. Speakers from within the State of Missouri who are not members of AWWA and do not derive their livelihood from the water works field and who normally would not attend the conference or seminar will be provided a complimentary registration for the day of the speaker's presentation only. If the speaker desires additional registration, costs of such will be paid for by speaker.
  - c. Speakers from out of state who are members of AWWA and normally secure their livelihood from the water works field will be provided a complimentary registration for the one day of the speaker's presentation.

2. Travel Expenses:

- a. Speakers from inside the state who are members of AWWA and normally derive their livelihood from the water works field and who would normally attend an AWWA meeting shall pay for their own travel expense.
- b. Speakers from inside the state who are not members of AWWA and normally do not derive their livelihood from the water works field and who normally would not attend the AWWA meeting can have their travel expense reimbursed, however it is encouraged that these expenses be negotiated with the speaker to minimize costs.

Maximum costs that section will pay:

Air Travel - Coach rate by most economical plan  
Auto Travel - Current AWWA mileage allowance

- c. Speakers from out of state who are or are not members of AWWA and who normally do or do not derive their livelihood from the water works field and who normally would not attend the AWWA meeting, the Section can reimburse 50% of the speaker's travel expense using the following as limits:

Air Travel - 1/2 price of coach rate by most economical plan  
Auto Travel - Mileage allowance not to exceed 1/2 of coach rate.

3. Lodging and Meal Expenses

- a. Speakers from inside the state who are members of AWWA and normally derive their livelihood from the water works field and who would normally attend an AWWA meeting shall pay for their own lodging and meal expenses.
- b. For speakers from in state who are not members of AWWA and normally do not derive their livelihood from the water works field and who normally would not attend the AWWA meeting, the Section can reimburse expense for one night's lodging at no more than the conference rate/night and two meals (not to exceed \$15.00).
- c. For speakers from out of state who are or are not members

of AWWA and who do or do not derive their livelihood from the water works field and who would not normally attend the AWWA meeting, the Section can reimburse the speaker two nights' lodging at no more than the convention rate/night, plus no more than 3 meals (not to exceed \$25.00).

4. Other Expenses

Any other expenses of the speaker must be either known early enough to build into registration fees or must be separately authorized by the Section Board of Directors.

**7.2. INVESTMENT OF SURPLUS FUNDS**

- A. The Secretary/Treasurer may invest funds which are not needed for operations during the term of investment.
- B. Investments shall not imperil the tax-free status of either the Section or the Association.
- C. Security rather than income will be of paramount concern in making investment choices.
- D. Investments shall be in United States Treasury securities or in Federally insured certificates of deposit.
  - 1. United States Treasury securities should be held to maturity.
  - 2. The amount invested in United States Treasury securities shall not exceed the face value of any and all securities held by the Section.
  - 3. The term of investment in certificates of deposit shall not exceed 60 months.
- E. Simplicity of management will be taken into consideration when choosing between investments of equal security.



### **7.3. MONITORING OF FINANCIAL AFFAIRS**

- A.** Section budget will be established on the same basis as the Association Chart of Accounts.
- B.** A log of expense items will be established with each item logged by date and a brief description or explanation of the transaction.
- C.** A billing file should be established listing on each bill the account number and the date paid. The billing file should be submitted to the Audit Committee at year-end with the Income/Expense Journal for review. The billing file should include all bills for supplies and services rendered to the Section during the year of record.

**8. MISSOURI SECTION AWWA**

**OFFICERS AND COMMITTEES**

**Board of Trustees**

**Chair**  
**Chair Elect**  
**Vice Chair**  
**Past Chair**  
**Section Director**  
**Secretary/Treasurer**  
**Assistant Secretary**  
**Trustee**  
**Trustee**  
**Trustee**  
**Trustee**  
**Trustee**  
**Trustee**

**COMMITTEES**

**1. ADMINISTRATIVE**

**1.1. Budget**

Chair - Chair Elect, members - Vice Chair, Secretary/Treasurer, and Director

**1.2. Audit**

Chair and at least one other member

**1.3. Officer Nominating**

Chair - Past Chair, members - two prior available Past Chairs

**1.4. Section Director Nominating**

Chair - Current Section Director, members - two prior available Past Section Directors

**1.5. By-Laws**

Chair - One of trustees or past officers, members - two other members, Section Chair and Director ex-officio

**1.6. Site Selection**

Chair - Secretary/Treasurer, and two members  
Section Chair ex-officio

**1.7. Public Information**

Chair and two members (one being Asst. Sec. Treas. and/or editor of Show-Me Newsletter)

**1.8. Show-Me Newsletter**

Chair and two members (Chair can be Asst. Sec./Treas.)

**1.9. Strategic Planning**

Chair shall be Chair-Elect of the Section. Members shall be Section Chair, Section Vice Chair, and the two (2) most immediate Past Chairs.

**2. FUNCTIONAL**

**2.1. Membership**

Chair and at least four additional members  
Secretary/Treasurer - ex-officio

**2.2. Drinking Water Week**

Chair and four members

**2.3. Education**

Chair and at least two members

**2.4. Landmark**

Chair and at least two members

**2.5. Student Activities**

Chair and at least two members  
The Technical Schools in Missouri should be represented (UMC, UMR, etc.)

**2.6. Research**

Chair and at least two members

**2.7. Small Systems**

Chair and at least two members

- 2.8. Retirees**  
Chair and at least two members
- 2.9. Advertising**  
Chair and at least two members
- 2.10. Water Utility Council**  
Chair, Vice-Chair, Secretary, seven members, and Chair-Elect of Section
- 2.11. Diversity**  
Chair and three members (one member serves as Minority Affairs Coordinator)
- 2.12. J.R. Popalisky Scholarship Fund**  
Chair, Vice-Chair, Secretary, six members, and Past Chair of Section Ex-officio
- 2.13. Water For People (WFP) Committee**  
Chair and at least four members
- 2.14. Young Professionals**  
Chair and two members
- 2.15. Manufacturers/Associates Council**  
Chair and four members
- 2.16. Sustainability Initiatives Coordinating Committee**  
Chair and three members
- 2.17. Safety/Emergency Planning**  
Chair and two members
- 2.18. Water Industry coordinating committee (WICC)**  
Chair and five members

**3. AWARDS**

- 3.1. Operations Service Awards**  
Chair and others as appointed
- 3.2. Service Citation Award**  
Chair and at least one member

**3.3. Fuller Award**

The five most recent available recipients with the most senior as chair

**3.4. Professional Awards Committee**

Chair and three other members

**3.5. Kenneth J. Miller Water For People Founders' Award**

Chair (Section WFP Chair), Section Chair, Section Director, Section Secretary/Treasurer, and the two (2) most recent available recipients.

**3.6. 6P Guardians**

Section Trustees

**4. ANNUAL CONFERENCE MANAGEMENT**

**4.1. Conference Management**

General Chair, Vice-Chair and at least seven members

**4.2. Finance**

**4.3. Event Details**

**4.4. Registration**

Secretary/Treasurer - Chair

**4.5. Entertainment & Banquet**

**4.6. Spouse's Entertainment**

**4.7. Local Host**

**4.8. Golf**

**4.9. Hospitality**

**4.10. Technical Program**

Vice-Chair of Section as Chair, members selected by Committee Chair

**4.11. Exhibits**

Chair and at least one member

**5. AD HOC**

As needed

**6. SPECIAL APPOINTMENTS**

As appointed

## 9. INSTALLATION OF OFFICERS CEREMONY

**CHAIR:**

**We shall proceed with the installation of officers.**

Introduction of installing officer (to be national officer, national director or a Past Chair)

**The officers elect for the Missouri Section - American Water Works Association, are:** (give name of each officer)

**Chair**

**Chair Elect**

**Vice Chair**

**Secretary-Treasurer**

**Assistant Secretary-Treasurer**

**Trustees (6)**

**Director**

**I present to you the officers-elect of the Missouri Section - American Water Works Association.**

**INSTALLING OFFICER:**

**You have been chosen to fill the various offices of the Missouri Section. Always remember that the welfare and success of this section depend upon you. You will be our voice for the Missouri Section - American Water Works Association, and represent to the citizens of Missouri the mission of AWWA - The promotion of public health and welfare by assuring drinking water of unquestionable quality and sufficient quantity. As leaders for the drinking water profession, you must be an effective instrument of change by advancing the technology, science and governmental policies relative to the public drinking water profession's role in stewardship of water resources. We must be examples in which people may have confidence, that they may learn that they can depend on us in matters affecting their health, safety and welfare.**

**Please raise your right hand and repeat after me:**

**I promise to perform faithfully all the duties of the office to which I have been elected by the members of the Missouri Section.**

**DIRECTOR--You shall represent the Missouri Section at the national level, and shall represent national and Missouri in the deliberations of the other and shall act to coordinate and unify their actions.**

**TRUSTEES--You shall take part in all actions of the Board and act as a liaison between the Board and the committees you are given responsibility for by your chair.**

**SECRETARY-TREASURER--Your office is one of trust. You are responsible for the payment of our obligations and collection of moneys due. You shall attend all meetings and duly record the proceedings thereof. Guard well your trust!**

**ASSISTANT SECRETARY-TREASURER--You shall perform the duties of the Secretary-Treasurer when absent and assist whenever needed.**

**VICE CHAIR--You will be responsible for the program of our annual conference.**

**CHAIR ELECT--To you is given the active cooperation with the Chair for whatever is required. In the absence of the Chair you will be prepared to assume the duties of the Chair.**

**CHAIR--Great trust has been reposed in you for your election to the highest office of this section. To you is entrusted the supervision of the duties of all officers. To you is entrusted the responsibility for the success of the year's program. As you assume your duties as Chair, I charge you to carry the obligation that is yours, and to uphold the mission of the AWWA.**

**I congratulate this section upon the officers you have chosen. Will the members of the section please stand. You have heard the pledge of your officers-elect. Unless they have your wholehearted support they will not be able to fulfill the pledge so faithfully given. Do you therefore promise to support these, your officers, as they guide this section through the coming year? Will you assist them whenever you are called upon for help in undertaking the various activities they plan? Will you encourage and advise them and refrain from unjust criticism of their plans and actions? If so, answer "I will".**

**Let these mutual pledges be your commitments that the Missouri Section - American Water Works Association, may be an increasingly greater force for the well being of all Americans. Ladies and Gentlemen -- here are your new officers!**



**Will Chair** (name of outgoing Chair) **now present the gavel to Chair** (name of incoming Chair) **thereby symbolically transferring authority and responsibility for leadership to your new officers?**

**OUTGOING CHAIR:** (presentation of gavel)

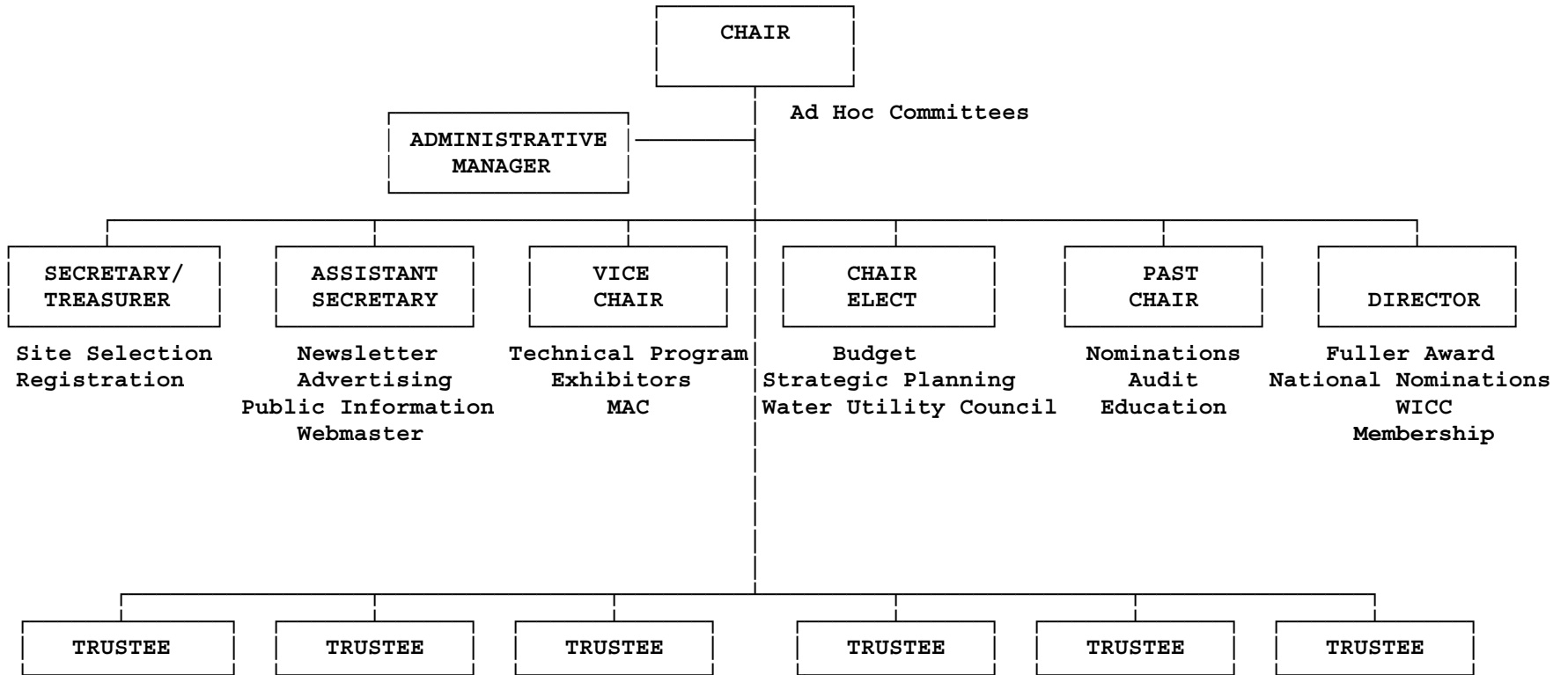
**To you as new Chair of the Missouri Section - American Water Works Association, I present this gavel, your symbol of authority. May you use it with discretion in the best interest of this section.**

**INCOMING CHAIR:** (presentation of plaque to Outgoing Chair)

**As you retire from this office, be assured you take with you the respect and appreciation of the members. I present to you this plaque in thanks for your service to the section.**

**NEW CHAIR COMMENTS:**

10. MISSOURI SECTION ORGANIZATION CHART



The Section Chair shall assign each Trustee specific committees to ensure liaison between the Board and the Committees

